



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING

Monday, July 28, 2025 - 7:00 AM

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

The mission of Detroit Lakes Public schools is to ensure consistent expectations, opportunities, meaningful support, and strong relationships so that every student develops the skills, confidence, and connections needed to thrive beyond graduation.

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
104 Manitoba St.
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 July 28, 2025 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

A. Kathy Owens- Congratulations on your Retirement as District Payroll Coordinator following 25 years of dedicated service.

VI. 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.

VII. DONATIONS

VIII. PROGRAM PRESENTATIONS

Presenter:

IX. 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 June 23, 2025 Regular School Board Meeting.

B. Approve District Bills

C. Approve District Hand Payable Bills

D. Approve Personnel Agenda Items

E. Approve Matie Hanson to be authorized to make electronic fund transfers for the following specific items: 1)Transfers to the Minnesota State Retirement System (MSRS) Health Care Savings Program (HCSP) ACH Debit; 2)Transfers to the district's third party administrator for the 403(b) Program; 3)Transfers to Wex Account - for the district's Health Savings Account (HSA) and Flex Spending Account (FSA) Program.

F. Approve the award of Maintenance Quotes for the 25-26 and 26-27 School Years.

X. **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 2025-2026 Student Handbooks:**

Presenter: Steffl, Board Chair

1. Rossman

2. Roosevelt

3. Middle School

4. ALC

5. High School

B. August Board Meeting

XI. **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 Property Tax Levy Adoption Calendar.

Presenter: Jason Kuehn, Director of Finance & Operations

B. Motion to Approve the Long Term Facility Maintenance (LTFM) Ten Year Plan for Fiscal Year 2027

Presenter: Jason Kuehn, Director of Finance & Operations

C. Motion to Approve the Out-of-State Travel Request for DLHS Music Students, Chaperones and Directors.

Presenter: Timothy Siewert

D. Motion to Approve the Out-of-State Travel Request for Rob Nielsen.

E. Motion to Approve the 2025-2027 AFSCME Master Agreement.

F. Motion to Approve the Renewal of the 2025-2028 NIS Consulting Agreement.

XII. **ADMINISTRATIVE AND BOARD REPORTS**

A. **Superintendent Report**

Presenter: Mark Jenson, Superintendent

1. District Updates

B. **Board Committee and Representative Reports**

1. BCCI

Presenter: Rotter, Vice Chair

2. Finance Committee.

Presenter: Okeson, Board Treasurer

XIII. **UPCOMING EVENTS AND ACTIVITIES**

Presenter: Steffl, Board Chair

A. Special Meeting/Work Session- 08/06/25 5:30PM City Council Chambers

- B. Transportation Committee- 08/07/25 8:00AM District Office
- C. Finance Committee - 08/19/25 11:30 AM - District Office
- D. Policy Committee- 08/20/25 7:00AM Middle School Conference Room
- E. August Board Meeting- 08/25/25 TBD City Council Chambers.

XIV. **MEETING ADJOURNED**

Presenter: Steffl, Board Chair

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. • 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. • 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. • 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. • 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.



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

**Regular School Board Meeting
Monday, June 23, 2025, 7:00 AM
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501**

Present: John Steffl, Michelle Okeson, Michael Walther, Julie Smith-Yliniemi, Mary Rotter, Sanford Nelson
Absent: None

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 Rotter seconded by Okeson, to approve the agenda. Motion carried unanimously.

Donations were made by the following:

5 pre-owned laptops from Blue Cross Blue Shield North Dakota and Ugnius Bieliunas for Laker Robotics.
\$500 worth of aluminum tubing from Alexandria Industries for Laker Robotics.

Program presentation was given by Q Comp.

A motion was made by Walther, seconded by Smith-Yliniemi, to approve the following consent agenda items.
Motion carried unanimously.

- A. Approve the Minutes of the May 19, 2025 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #709979-710049, #710084-710164, and #710195-710293 for a total of \$555,998.65. Approve Hand Payable Checks #709822-709832, #709903-709978, #710050-710079, Voided Checks #709491, #709507, #709676, #708679, #709971, #709809, #709906, and Wire Transfers #13827-13831, #13849-13866, #13891-13892, #14021-14068, in the amount of \$2,315,128.23. Approve Net Payroll Transfers on 5/15/2025 and 5/30/2025 in the amount of \$2,006,900.68 for a total of \$4,878,027.56.
- C. Approve Personnel Agenda Items
- D. Approve Second Reading of Policies:
- E. 410-Family Medical Leave Policy
- F. 412-Expense Reimbursement
- G. 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- H. 415-Mandated Reporting of Maltreatment of Vulnerable Adults
- I. 418-Drug-Free Workplace/Drug-Free School
- J. 419-Tobacco-Free Environment
- K. Approve Award of Milk and Dairy Proposals for the 2025-2026 and 2026-2027 School Years.
- L. Authorize the signatures for Jill Walter, High School Principal, and Rob Nielsen, Activities Director, for the High School Activity Fund; and Mike Suckert, Middle School Principal, and Justin Hegg, Middle School Assistant Principal, for the Middle School Activity Fund for the 2025-26 school year.
- M. Approve Mark Jenson, Jason Kuehn, Kylie Johnson, and Jennifer Fode, to make incoming and outgoing wire transfers, stop payments, purchase CD's, inquiries on accounts, and check balances on behalf of the school district for the 2025-26 school year.
- N. Approve Kathy Owens, Payroll Coordinator, to be authorized to make electronic fund transfers for the following specific items: 1)Transfers to the Minnesota State Retirement System (MSRS) Health Care Savings Program (HCSP) ACH Debit; 2)Transfers to the district's third party administrator for the 403(b) Program; 3)Transfers to Wex Account - for the district's Health Savings Account (HSA) and Flex Spending Account (FSA) Program.

- O. Approve the designation of the following banks as Official Depositories for K-12 depository accounts respectively for the 2025-26 school year: Bremer Bank, Midwest Bank, Minnesota School District Liquid Asset Fund, and Ehlers/Pershing.
- P. Approve Activity Fee & Admission Price Schedules for 2025-26 School Year.
- Q. Approve the Community Education Lease Agreement with MState from July 1, 2025 through June 30, 2026.
- R. Approve the Area Learning Center (ALC) Lease Agreement with MState from July 1, 2025 through June 30, 2026.
- S. Approve the Robotics Lease Agreement with MState from July 1, 2025 through June 30, 2026.
- T. Approve the Recreational Facilities Lease Agreement with the City of Detroit Lakes from August 1, 2025 through July 31, 2035.
- U. Approve the 2025 Tenure List.
- V. Approve Award of Primary Food Distributor for the 2025-2026 School Year.
- W. Approve the Purchase of Service Agreement between Detroit Lakes Public Schools and Stephanie Hanson for the 2025-2026 school year.

Discussion was had on the following:

- 1. Rossman Building Goals
- 2. Roosevelt Building Goals
- 3. Middle School Building Goals
- 4. ALC Building Goals
- 5. High School Building Goals

A motion was made by Nelson, seconded by Walther to approve the Committed Fund Balance Designation for Fiscal Year 2024-25 as \$2,169,414.00. Motion carried unanimously.

A motion was made by Roter, seconded by Smith-Yliniemi to approve the Employee Property/Liability Insurance and Workers Compensations Renewal for 2025-2026 School Year. Motion carried unanimously.

A motion was made by Okeson, seconded by Smith-Yliniemi to approve the Initial Budget for the 2025-2026 School Year. Motion carried unanimously.

A motion was made by Rotter, seconded by Okeson to approve the 2025-2027 Unaffiliated Group Contract Provisions. Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District.

Board Treasurer Okeson gave an update on the Finance Committee.

Board Chair Steffl gave an update on the facilities Committee and announced the upcoming events.

A motion by Rotter, to adjourn the meeting at 8:26 AM, seconded by Smith-Yliniemi. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

PERSONNEL AGENDA

June 23, 2025

1) Resignations:

Breah Branden– Rossman Paraprofessional, effective May 22, 2025.
Tim Cole– High School Custodian, effective June 13, 2025.
Amya Gilmore– Roosevelt Special Education Para, effective May 22, 2025.
Mary Lee– Food Service Worker, effective May 22, 2025.
Clare Nemec– Roosevelt Academic Interventionist, .8 FTE, effective June 13, 2025.
Jessica Pudwill– Assistant Soccer Coach, effective May 19, 2025.
Shelley Skarie– AIE Assistant, effective June 4, 2025.
Greyson Van Steenwyk– Middle School Custodian, effective May 23, 2025.

2) **Retirements:**

Rhonda Fode– Instructional Coach, effective July 24, 2025.
Rob Ulliyott– High School Social Studies Teacher, effective July 8, 2025.

3) **Terminations:**

Alice Bayoma-Zawadi– Food Service Worker, effective May 23, 2025.

4) **Appointments:**

Arlene Bakker– Roosevelt ESY Paraprofessional, at the rate of \$19.85 per hour, working 51 total hours, effective June 10, 2025 through August 14, 2025.
Ryan Behems– High School Special Education Teacher, at the rate of BA+40 Step 4 or a contract amount of \$54,655 per year, effective August 18, 2025.
Ally Bettenhausen– Roosevelt ECFE/School Readiness Teacher, at the rate of \$36.19 per hour, working 12 hours per week, effective August 18, 2025.
Rachel Carlson– ESY Teacher, at the rate of \$30 per hour, working up to 72 hours, effective June 9, 2025 through August 14, 2025.
Nelaina Daggett– Rossman Long Term Substitute, at the rate of pay is per sub contract, effective September 19, 2025 through February 27, 2026.
Brittany Hamann– Perham Paraprofessional, at the rate of \$17.00 per hour, working 6-8 hours per week, effective June 26, 2025 through December 31, 2025.
Hannah Leither– Roosevelt Laker Kids Assistant, at the rate of \$16.90 per hour, working 29.75 hours per week, effective May 27, 2025 through August 22, 2025.
Katrena Lende– Administrative Assistant- District Office, at the rate of \$25.50 per hour, working 40 hours per week, effective August 1, 2025.
Beth Nietzel– Speech Language Pathologist, at the rate of MA+10 Step 9 or a contract amount of \$65,484.00 per year, effective August 18, 2025.
Jessie Olsen– High School Summer Speed and Strength Coach, at the rate of \$1,350.69 per year, effective June 9, 2025.
Shelley Skarie– ABE Instructor, at the rate of \$36.19 per hour, working up to 13 hours per week, effective June 17, 2025.
Kayla Thorp– Rossman Special Education Teacher, at the rate of BA+10 Step 3 or a contract amount of \$48,836 per year, effective August 25, 2025.
Amanda Lynn Thorsvig– High School Agriculture Teacher, at the rate of BA Step 14 or a contract amount of \$65,989 per year, working 15 Summer Ag days at \$37.73 per day totaling \$5,561.25, effective August 18, 2025.
Amanda Lynn Thorsvig– High School FFA Advisor, at the rate of 11% of \$51,658 or \$5,682 per year, effective August 18, 2025.
Abigail Voz– Rossman Special Education Para, at the rate of \$17.85 per hour, working up to 37.5 hours per week, effective August 25, 2025.
Jill Walter– High School Principal, at the rate of 0.96 of \$149,631 or a contract amount of \$143,645.76 per year, working 222 days per year, effective July 1, 2025.

5) **Amended Assignment:**

Jessica Foster– Educational Assistant is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.
Melissa Greene– Child Educator is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.
Akyra Hagen– Child Educator is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.
Reed Hefta– is amending his assignment from Summer Speed and Strength Coordinator to Summer Speed and Strength Coach, effective from June 9, 2025.

Jennifer Heimark– Child Educator is amending her assignment from 26.75 hours at Lincoln Education Center to 21.75 hours at MState, effective 25-26 school year.

Mack Jones– is amending his assignment from Summer Speed and Strength Coach to Summer Speed and Strength Coordinator effective from June 9, 2025.

Kaitlin Kellerhuis– Middle School Dance Coach is amending her assignment from 1.0 of 7% to .75 of 7%, effective 25-26 school year.

Angie Kukowski– High School Special Ed Para is amending her assignment from Job coach to PAES Lab Supervisor, effective 25-26 school year.

McKenzie Kuehl– ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Lisa Lorz– Educational Assistant is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.

Katja Mohn– Educational Assistant is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Brianna Nims–Educational Assistant is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Martha Nustad– ECSE Para is amending her assignment from Lincoln Education Center ECSE Para to Rossman ECSE/SR Educational Assistant, effective 25-26 school year.

Jennifer Reynolds– Educational Assistant is amending her assignment from Lincoln Education Center/Roosevelt to Roosevelt, effective 25-26 school year.

Tirzah Sandoval– ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Jennifer Savig–Child Educator is amending her assignment from Lincoln Education Center to Rossman, effective 25-26 school year.

Lourdes Tangen– ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Traci Totland– Roosevelt Special Education Para is amending her assignment to Work Based Learning Job Coach, effective 25-26 school year.

Julie Wake– Middle School Dance Coach is amending her assignment from .5 of 7% to .75 of 7%, effective 25-26 school year.

Anna Wilson– Roosevelt Child Educator is amending her assignment from 27.25 hour per week to 39.5 hours per week, effective 25-26 school year.

Cassandra Wilson– ECSE Para is amending her assignment from Lincoln Education Center to Roosevelt, effective 25-26 school year.

Isabella Wilson– is amending her assignment from ECSE Para working 20 hour per week to ECSE/SR Educational Assistant working 37.5 hours per week, effective 25-26 school year.

6) Leave of Absence:

Whitney Richter– Rossman Kindergarten Teacher is requesting a leave of absence from September 19, 2025 through February 27, 2026.

7) Dissolution of Employment:

Kristi Ritter– High School Special Education Teacher, effective June 3, 2025. Thank you for 31 years of service to Detroit Lakes Schools, you will be greatly missed.

Check Register by Bank and Check

7/8/2025

1:18 PM

Check Number: 0-2147483647 Payment Date: 07/14/2025-07/14/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14389	710319	Check	1	1018		ACT EDUCATION CORP	Yes	No	No	07/14/2025	4,637.25
		14390	710320	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	07/14/2025	165.00
		14392	710321	Check	1	1153		BTD MANUFACTURING	Yes	No	No	07/14/2025	1,102.50
		14394	710322	Check	1	1187	REMIT	CENGAGE LEARNING	Yes	No	No	07/14/2025	7,661.50
		14391	710323	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	07/14/2025	5.59
		14395	710324	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	07/14/2025	1,160.48
		14396	710325	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	07/14/2025	2,539.60
		14424	710326	Check	1	3785		EDWARDS, HOLLY	Yes	No	No	07/14/2025	325.00
		14397	710327	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	07/14/2025	2,380.00
		14398	710328	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	07/14/2025	3,579.87
		14399	710329	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	07/14/2025	25,563.00
		14400	710330	Check	1	1426		GRAINGER, INC.	Yes	No	No	07/14/2025	463.12
		14425	710331	Check	1	3786		HIRSHFIELDS INC.	Yes	No	No	07/14/2025	274.44
		14419	710332	Check	1	2769		IT SAVVY LLC	Yes	No	No	07/14/2025	50.00
		14401	710333	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	07/14/2025	7,126.50
		14402	710334	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	07/14/2025	59.25
		14403	710335	Check	1	1608		JOSTENS	Yes	No	No	07/14/2025	62.70
		14404	710336	Check	1	1648		LAKER LOCKER	Yes	No	No	07/14/2025	206.00
		14405	710337	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	07/14/2025	10,344.51
		14423	710338	Check	1	3769		LEHMANN, LORI	Yes	No	No	07/14/2025	62.50
		14406	710339	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	07/14/2025	219.00
		14421	710340	Check	1	3565		LITTLE ELBOW FARM, LLC	Yes	No	No	07/14/2025	400.00
		14393	710341	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No	07/14/2025	11.38
		14407	710342	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	07/14/2025	70.00
		14418	710343	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	07/14/2025	306.50
		14408	710344	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	07/14/2025	13.30
		14409	710345	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONTR	Yes	No	No	07/14/2025	3,472.00
		14410	710346	Check	1	1746		MIDWEST MACHINERY CO	Yes	No	No	07/14/2025	1,247.42
		14411	710347	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	07/14/2025	500.00
		14412	710348	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	07/14/2025	3,318.50
		14422	710349	Check	1	3667		NELSON, SANFORD	Yes	No	No	07/14/2025	78.40
		14413	710350	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	07/14/2025	54.00
		14414	710351	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	07/14/2025	105.28
		14415	710352	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	07/14/2025	96.61
		14416	710353	Check	1	2168		TEAM LAB	Yes	No	No	07/14/2025	380.00
		14420	710354	Check	1	3077		THE TESSMAN COMPANY	Yes	No	No	07/14/2025	109.76
		14417	710355	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	07/14/2025	3,090.99
		14426	710356	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	07/14/2025	787.24
		14452	710357	Check	1	3498	REMIT	ADVANCED PLANNING TECHNOLOGIE	Yes	No	No	07/14/2025	2,640.00

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 07/14/2025-07/14/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14454	710358	Check	1	3751		ARBITERSPORTS LLC	Yes	No	No	07/14/2025	3,295.00
		14450	710359	Check	1	3486		BREMER INSURANCE AGENCIES INC.	Yes	No	No	07/14/2025	27,500.00
		14427	710360	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	07/14/2025	5,885.00
		14448	710361	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	07/14/2025	418.86
		14428	710362	Check	1	1319		EHLERS	Yes	No	No	07/14/2025	950.00
		14429	710363	Check	1	1384		FOLTZ, CAROL	Yes	No	No	07/14/2025	48,000.00
		14430	710364	Check	1	1395		FRONTLINE TECHNOLOGIES GROUP,	Yes	No	No	07/14/2025	18,656.92
		14453	710365	Check	1	3500		GOPHER STAGE LIGHTING, INC.	Yes	No	No	07/14/2025	5,440.00
		14456	710366	Check	1	3786		HIRSHFIELDS INC.	Yes	No	No	07/14/2025	274.44
		14431	710367	Check	1	1565		IS CORP	Yes	No	No	07/14/2025	12,810.00
		14432	710368	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	07/14/2025	9,024.00
		14433	710369	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	07/14/2025	67.98
		14434	710370	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	07/14/2025	9,100.00
		14435	710371	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	07/14/2025	807.72
		14436	710372	Check	1	1715		MASSP	Yes	No	No	07/14/2025	2,670.00
		14437	710373	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	07/14/2025	610.00
		14438	710374	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSO	Yes	No	No	07/14/2025	12,160.00
		14439	710375	Check	1	1780		MN ELEM. SCHOOL PRINCIPAL ASSOC	Yes	No	No	07/14/2025	972.00
		14440	710376	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	07/14/2025	375.00
		14447	710377	Check	1	2306		REGION 1	Yes	No	No	07/14/2025	8,305.26
		14441	710378	Check	1	2001		RIDDELL / ALL AMERICAN SPORTS	Yes	No	No	07/14/2025	10,832.45
		14442	710379	Check	1	2089		SKYWARD	Yes	No	No	07/14/2025	19,898.00
		14443	710380	Check	1	2111		SPED FORMS LLC	Yes	No	No	07/14/2025	10,647.96
		14444	710381	Check	1	2168		TEAM LAB	Yes	No	No	07/14/2025	23,360.00
		14445	710382	Check	1	2174		THE HARTFORD	Yes	No	No	07/14/2025	652.00
		14455	710383	Check	1	3756		TIMESAVER ACQUISTION, LLC	Yes	No	No	07/14/2025	26,410.00
		14446	710384	Check	1	2200		TRICORNE AUDIO INC.	Yes	No	No	07/14/2025	1,936.35
		14449	710385	Check	1	3228		TURF TANK	Yes	No	No	07/14/2025	9,500.00
		14451	710386	Check	1	3491		VITAMINK12, LLC	Yes	No	No	07/14/2025	900.00

Bank Total: MW \$356,128.13

Report Total: \$356,128.13

Check Register by Bank and Check

7/21/2025

12:47 PM

Check Number: 0-2147483647 Payment Date: 07/28/2025-07/28/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	MW	14489	710395	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	07/28/2025	75.00
		14490	710396	Check	1	1192		CENTRAL MARKET	Yes	No	No	07/28/2025	264.00
		14504	710397	Check	1	3155	REMIT	CENTRAL MCGOWAN, INC.	Yes	No	No	07/28/2025	81.35
		14506	710398	Check	1	3789		DETROIT LAKES YOUTH BASEBALL A	Yes	No	No	07/28/2025	224.00
		14491	710399	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	07/28/2025	1,470.00
		14492	710400	Check	1	1338		EVCO PETROLEUM PRODUCTS, INC	Yes	No	No	07/28/2025	60.75
		14493	710401	Check	1	1432		GREEN'S PLUMBING & MODERN HEATII	Yes	No	No	07/28/2025	13,059.61
		14494	710402	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	07/28/2025	142,892.00
		14495	710403	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	07/28/2025	5,451.00
		14496	710404	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	07/28/2025	10,337.21
		14497	710405	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	07/28/2025	112.10
		14503	710406	Check	1	2353		MN DEPT OF EMPLOYMENT & ECONOM	Yes	No	No	07/28/2025	68,215.54
		14498	710407	Check	1	1832		PYE-BARKER FIRE & SAFETY, LLC	Yes	No	No	07/28/2025	2,175.90
		14499	710408	Check	1	2014		ROTARY CLUB OF DETROIT LAKES NC	Yes	No	No	07/28/2025	219.00
		14501	710409	Check	1	2074		SEPTIC VAC	Yes	No	No	07/28/2025	150.00
		14500	710410	Check	1	2018		SQUIRES, WALDSPURGER & MACE, P.	Yes	No	No	07/28/2025	364.00
		14502	710411	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	07/28/2025	256.23
		14505	710412	Check	1	3672		YLINIEMI, JULIE	Yes	No	No	07/28/2025	25.20
		14552	710413	Check	1	3739		AERUS	Yes	No	No	07/28/2025	3,800.00
		14507	710414	Check	1	1034	REMIT	ALL STATE COMMUNICATIONS	Yes	No	No	07/28/2025	9,587.50
		14508	710415	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	07/28/2025	60.00
		14510	710416	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	07/28/2025	57.08
		14511	710417	Check	1	1104		BERT'S TRUCK EQUIPMENT OF MHD INI	Yes	No	No	07/28/2025	6,592.80
		14512	710418	Check	1	1143		BRENCO CORP.	Yes	No	No	07/28/2025	3,932.66
		14548	710419	Check	1	3405		CENTRAL LAKES CONFERENCE	Yes	No	No	07/28/2025	5,000.00
		14554	710420	Check	1	3779		CHARMTECH LABS LLC	Yes	No	No	07/28/2025	5,200.00
		14513	710421	Check	1	1202		CITY OF DETROIT LAKES	Yes	No	No	07/28/2025	77,585.00
		14514	710422	Check	1	1208	REMIT	COLE PAPERS	Yes	No	No	07/28/2025	2,633.00
		14549	710423	Check	1	3441		COLUMN SOFTWARE PBC	Yes	No	No	07/28/2025	184.48
		14515	710424	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	07/28/2025	435.57
		14556	710425	Check	1	3787		DCW - Data Center Warehouse	Yes	No	No	07/28/2025	18,600.00
		14516	710426	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	07/28/2025	1,377.59
		14517	710427	Check	1	1355		FARONICS TECHNOLOGIES USA INC.	Yes	No	No	07/28/2025	499.83
		14518	710428	Check	1	1378		FLR SANDERS, INC	Yes	No	No	07/28/2025	25,313.20
		14519	710429	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	07/28/2025	1,835.00
		14520	710430	Check	1	1426		GRAINGER, INC.	Yes	No	No	07/28/2025	3,386.56
		14521	710431	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	07/28/2025	11,308.90
		14555	710432	Check	1	3786		HIRSHFIELDS INC.	Yes	No	No	07/28/2025	1,545.74
		14522	710433	Check	1	1551		INDEPENDENT EMERGENCY SERVICES	Yes	No	No	07/28/2025	53.85

SMART Finance
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 07/28/2025-07/28/2025 Period: 0-99999999

											Pmt/Void		
Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Date	Amount
	MW	14509	710434	Check	1	1052		ISD #11	Yes	No	No	07/28/2025	450.00
		14523	710435	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	07/28/2025	1,234.05
		14545	710436	Check	1	3078		JUST FOR KIX	Yes	No	No	07/28/2025	1,603.21
		14524	710437	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	07/28/2025	263.01
		14525	710438	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	07/28/2025	184.78
		14544	710439	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	No	No	07/28/2025	565.20
		14526	710440	Check	1	1684	REMIT	LITERACY MINNESOTA	Yes	No	No	07/28/2025	4,104.10
		14550	710441	Check	1	3565		LITTLE ELBOW FARM, LLC	Yes	No	No	07/28/2025	300.00
		14527	710442	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	07/28/2025	444.10
		14528	710443	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	07/28/2025	2,422.82
		14529	710444	Check	1	1712		MASA	Yes	No	No	07/28/2025	880.00
		14530	710445	Check	1	1715		MASSP	Yes	No	No	07/28/2025	989.00
		14531	710446	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	07/28/2025	358.11
		14532	710447	Check	1	1810	REMIT	MREA	Yes	No	No	07/28/2025	2,500.00
		14551	710448	Check	1	3717		NEVCO SPORTS, LLC	Yes	No	No	07/28/2025	16,282.50
		14533	710449	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	07/28/2025	151.27
		14553	710450	Check	1	3742		PERFORMANCE OFFICE PAPERS, INC.	Yes	No	No	07/28/2025	24,696.00
		14546	710451	Check	1	3102		QUITTSCHRIEBER, RIKA	Yes	No	No	07/28/2025	756.20
		14534	710452	Check	1	1983		RED RIVER GLAZING, INC	Yes	No	No	07/28/2025	2,240.00
		14543	710453	Check	1	2306		REGION 1	Yes	No	No	07/28/2025	9,140.13
		14535	710454	Check	1	2006		ROCHESTER 100 INC.	Yes	No	No	07/28/2025	480.00
		14547	710455	Check	1	3375		SPROUTMATION LLC	Yes	No	No	07/28/2025	43,000.00
		14536	710456	Check	1	2120		STAPLES	Yes	No	No	07/28/2025	41.24
		14537	710457	Check	1	2126		STEIN'S INC.	Yes	No	No	07/28/2025	293.80
		14538	710458	Check	1	2143	REMIT	SUPREME SCHOOL SUPPLY CO.	Yes	No	No	07/28/2025	191.53
		14539	710459	Check	1	2168		TEAM LAB	Yes	No	No	07/28/2025	304.50
		14540	710460	Check	1	2196		TRAINING ROOM, INC.	Yes	No	No	07/28/2025	275.16
		14541	710461	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	07/28/2025	539.50
		14542	710462	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	07/28/2025	3,781.24
Bank Total: MW													\$542,893.10
Report Total:													\$542,893.10

**ISD #22 - HAND PAYABLE SUMMARY
(JUNE 2025)**

Pmt No	Check No	Pay Type	Vendor	Date	Amount
14158		Wire	AMAZON	6/9/2025	\$ 10,603.91
14159		Wire	WEX HEALTH INC - HSA/FLEX	6/10/2025	\$ 18,721.86
14160		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	6/10/2025	\$ 48,717.41
14161		Wire	MN TEACHERS RETIREMENT ASSOC.	6/10/2025	\$ 226,745.85
14162		Wire	MINNESOTA STATE RETIREMENT SYS	6/10/2025	\$ 14,201.58
14163		Wire	AVIBEN	6/10/2025	\$ 40,203.14
14172		Wire	CITY OF DETROIT LAKES	6/10/2025	\$ 1,072.83
14173		Wire	CONSTELLATION NEW ENERGY GAS D	6/10/2025	\$ 3,068.00
14174		Wire	DETROIT LAKES DISPOSAL	6/10/2025	\$ 5,265.34
14175		Wire	EMC INSURANCE COMPANIES	6/10/2025	\$ 18,096.57
14176		Wire	PERFORMANCE FOODSERVICE	6/10/2025	\$ 2,534.42
14177		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	6/10/2025	\$ 380,979.56
14178		Wire	USPS.COM	6/10/2025	\$ 194.84
14190		Wire	INTERNAL REVENUE SERVICE	6/13/2025	\$ 919,880.15
14191		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	6/13/2025	\$ 156,946.74
14192		Wire	BIX PRODUCE	6/16/2025	\$ 1,322.50
14193		Wire	CITY OF DETROIT LAKES	6/16/2025	\$ 194.22
14194		Wire	CITY OF DETROIT LAKES	6/16/2025	\$ 7,910.45
14195		Wire	CITY OF DETROIT LAKES	6/16/2025	\$ 324.30
14196		Wire	CITY OF DETROIT LAKES	6/16/2025	\$ 417.41
14197		Wire	CITY OF DETROIT LAKES	6/16/2025	\$ 22,206.65
14198		Wire	MINNESOTA ENERGY RESOURCES	6/16/2025	\$ 79.66
14199		Wire	MINNESOTA ENERGY RESOURCES	6/16/2025	\$ 89.26
14200		Wire	MINNESOTA ENERGY RESOURCES	6/16/2025	\$ 491.28
14201		Wire	MINNESOTA ENERGY RESOURCES	6/16/2025	\$ 64.87
14308		Wire	BREMER BANK CC	6/18/2025	\$ 25,394.69
14309		Wire	WEX HEALTH INC - HSA/FLEX	6/13/2025	\$ 88,319.07
14310		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	6/13/2025	\$ 37,033.94
14311		Wire	MN TEACHERS RETIREMENT ASSOC.	6/13/2025	\$ 690,644.23
14312		Wire	MINNESOTA STATE RETIREMENT SYS	6/13/2025	\$ 45,906.58
14313		Wire	AVIBEN	6/13/2025	\$ 176,300.44
14314		Wire	ARVIG COMMUNICATION SYSTEMS	6/26/2025	\$ 123.95
14315		Wire	ARVIG COMMUNICATION SYSTEMS	6/26/2025	\$ 569.59
14316		Wire	BIX PRODUCE	6/26/2025	\$ 2,039.69
14317		Wire	CITY OF DETROIT LAKES	6/26/2025	\$ 1,034.75
14318		Wire	CITY OF DETROIT LAKES	6/26/2025	\$ 1,166.81
14319		Wire	CITY OF DETROIT LAKES	6/26/2025	\$ 242.31
14320		Wire	CITY OF DETROIT LAKES	6/26/2025	\$ 25,659.58
14321		Wire	CITY OF DETROIT LAKES	6/26/2025	\$ 132.33
14322		Wire	CITY OF DETROIT LAKES	6/26/2025	\$ 621.66
14323		Wire	MINNESOTA ENERGY RESOURCES	6/26/2025	\$ 72.20
14324		Wire	MINNESOTA ENERGY RESOURCES	6/26/2025	\$ 2,912.04
14325		Wire	MINNESOTA ENERGY RESOURCES	6/26/2025	\$ 2,982.56
14326		Wire	MINNESOTA ENERGY RESOURCES	6/26/2025	\$ 364.95
14327		Wire	MINNESOTA ENERGY RESOURCES	6/26/2025	\$ 183.73
14328		Wire	PERFORMANCE FOODSERVICE	6/26/2025	\$ 2,265.34
14329		Wire	VERIZON WIRELESS	6/26/2025	\$ 639.67
14330		Wire	VERIZON WIRELESS	6/26/2025	\$ 556.00
14331		Wire	SYSCO NORTH DAKOTA, INC	6/26/2025	\$ 7,015.10
14332		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14333		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14334		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14335		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 440.09
14336		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14337		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14338		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14339		Wire	MIDCO COMMUNICATIONS	6/26/2025	\$ 40.00
14355		Wire	AMAZON	6/26/2025	\$ 2,968.66

14356		Wire	WEX HEALTH INC - HSA/FLEX	6/30/2025	\$	3,154.08
14357		Wire	INTERNAL REVENUE SERVICE	6/30/2025	\$	65,161.86
14358		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	6/30/2025	\$	8,847.98
14359		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	6/30/2025	\$	25,085.36
14360		Wire	MN TEACHERS RETIREMENT ASSOC.	6/30/2025	\$	20,310.51
14361		Wire	MINNESOTA STATE RETIREMENT SYS	6/30/2025	\$	7,710.94
14362		Wire	AVIBEN	6/30/2025	\$	12,043.84
14372		Wire	MINNESOTA ENERGY RESOURCES	6/30/2025	\$	2,610.92
14373		Wire	QUADIENT FINANCE (POSTAGE)	6/30/2025	\$	1,000.00
14374		Wire	MN DEPT OF REVENUE -SALES TAX	6/30/2025	\$	2,160.00
14375		Wire	MIDWEST BANK	6/30/2025	\$	100.00
14376		Wire	MIDWEST BANK	6/30/2025	\$	10.00
14377		Wire	MIDWEST BANK	6/30/2025	\$	10.00
14378		Wire	AUTHORIZE.NET GATEWAY BILLING	6/30/2025	\$	10.00
14379		Wire	VANTIV BILLING / WORLDPAY	6/30/2025	\$	139.84
14380		Wire	REVTRAK	6/30/2025	\$	29.95
14381		Wire	TRANSFIRST AFFINITY	6/30/2025	\$	135.30
14382		Wire	WEX HEALTH INC	6/30/2025	\$	9,736.09
14383		Wire	WEX HEALTH INC	6/30/2025	\$	440.00
14384		Wire	USPS.COM	6/30/2025	\$	112.15
14385		Wire	ARUX SOFTWARE, INC	6/30/2025	\$	299.00
14386		Wire	HEALTH PARTNERS, INC	6/30/2025	\$	314,978.95
14388		Wire	LAKES COMMUNITY COOPERATIVE	6/30/2025	\$	4,350.65
13841	709919	Check	THOMAS, JACOB	6/16/2025	\$	(160.00)
13843	709921	Check	THOMAS, JACOB	6/16/2025	\$	(160.00)
13844	709922	Check	THOMAS, JACOB	6/16/2025	\$	(160.00)
13837	709925	Check	TUCKER, STEVE	6/16/2025	\$	(160.00)
14069	710080	Check	ANDERSON COACH OF FRAZEE, INC.	6/3/2025	\$	31,489.20
14071	710081	Check	REGION 8AA MSHSL	6/3/2025	\$	530.00
14072	710082	Check	SCHULTZ BUS COMPANY	6/3/2025	\$	136,461.39
14070	710083	Check	U.S. POSTMASTER	6/3/2025	\$	478.00
14129	710127	Check	LILL, ARYN	6/16/2025	\$	(200.00)
14154	710165	Check	NIELSEN, ROBERT	6/5/2025	\$	1,755.00
14155	710166	Check	OLANDER BUS SERVICE INC.	6/5/2025	\$	425,897.20
14156	710167	Check	REGION 6A	6/5/2025	\$	960.00
14157	710168	Check	RIDGES AT SAND CREEK	6/5/2025	\$	372.00
14164	710169	Check	ANDERSON COACH OF FRAZEE, INC.	6/10/2025	\$	11,032.65
14165	710170	Check	BECKER COUNTY SPORTMEN'S CLUB	6/10/2025	\$	8,737.00
14171	710171	Check	BIGGAR, ZACH	6/10/2025	\$	35.02
14166	710172	Check	BSN SPORTS	6/10/2025	\$	6,186.80
14168	710173	Check	GOODWATER, AMY	6/10/2025	\$	80.96
14167	710174	Check	JIMMY JOHNS #1897	6/10/2025	\$	299.55
14170	710175	Check	MITCHELL, ALYSSA	6/10/2025	\$	333.23
14169	710176	Check	NORTHLAND VISIONS	6/10/2025	\$	100.00
14181	710177	Check	AFSCME COUNCIL 65	6/13/2025	\$	281.08
14179	710178	Check	AMERICAN FAMILY LIFE ASSURANCE CO	6/13/2025	\$	237.19
14183	710179	Check	D. L. ATHLETIC FOUNDATION	6/13/2025	\$	415.00
14186	710180	Check	D.L. EDUCATION MINNESOTA (TEACHER)	6/13/2025	\$	18,983.51
14184	710181	Check	D.L. PUBLIC EDUC FOUNDATION	6/13/2025	\$	155.00
14189	710182	Check	MESSERLI & KRAMER P.A.	6/13/2025	\$	275.99
14180	710183	Check	MINNESOTA CHILD SUPPORT	6/13/2025	\$	1,169.50
14187	710184	Check	MN SCHOOL EMPLOYEES ASSOC.	6/13/2025	\$	48.22
14188	710185	Check	ND CHILD SUPPORT DIVISION	6/13/2025	\$	2,577.00
14185	710186	Check	SUPPORT PAYMENT CLEARINGHOUSE	6/13/2025	\$	671.82
14182	710187	Check	UNITED WAY OF BECKER COUNTY	6/13/2025	\$	500.00
14202	710188	Check	CENTRAL MARKET	6/16/2025	\$	123.88
14203	710189	Check	CONCORDIA 7 ON 7	6/16/2025	\$	325.00
14204	710190	Check	ISD #2170	6/16/2025	\$	150.00
14205	710191	Check	JB'S CUSTOM APPAREL	6/16/2025	\$	1,909.50
14207	710192	Check	JUST FOR KIX	6/16/2025	\$	1,170.46
14206	710193	Check	LAKER LOCKER	6/16/2025	\$	2,005.00
14208	710194	Check	NORTHERN MN ROBOTICS CONFERENCE	6/16/2025	\$	400.00
14354	710294	Check	ANDERSON, LILY	6/26/2025	\$	50.00
14348	710295	Check	ANDYMARK, INC.	6/26/2025	\$	138.76

14346	710296	Check	BAS DANCE STUDIO	6/26/2025	\$ 270.74
14353	710297	Check	FRANK, LEA	6/26/2025	\$ 225.10
14340	710298	Check	LAKER LOCKER	6/26/2025	\$ 588.54
14347	710299	Check	MN FFA ASSOCIATION	6/26/2025	\$ 965.00
14352	710300	Check	MOORE, RYLEE	6/26/2025	\$ 150.00
14341	710301	Check	NIELSEN, ROBERT	6/26/2025	\$ 300.00
14350	710302	Check	PERHAM GIRLS BASKETBALL	6/26/2025	\$ 720.00
14351	710303	Check	PRAIRIE LAKES	6/26/2025	\$ 1,080.00
14342	710304	Check	REGION 8AA MSHSL	6/26/2025	\$ 150.00
14343	710305	Check	SCHNATHORST, VERNON	6/26/2025	\$ 140.87
14344	710306	Check	TROPHY HOUSE	6/26/2025	\$ 337.11
14349	710307	Check	TRUEDSON, AIMEE	6/26/2025	\$ 137.69
14345	710308	Check	ZUNICH, RYAN	6/26/2025	\$ 631.60
14365	710309	Check	AFSCME COUNCIL 65	6/30/2025	\$ 281.08
14363	710310	Check	AMERICAN FAMILY LIFE ASSURANCE CO	6/30/2025	\$ 93.93
14367	710311	Check	D. L. ATHLETIC FOUNDATION	6/30/2025	\$ 50.00
14369	710312	Check	D.L. EDUCATION MINNESOTA (TEACHER)	6/30/2025	\$ 89.20
14368	710313	Check	D.L. PUBLIC EDUC FOUNDATION	6/30/2025	\$ 5.00
14371	710314	Check	MESSERLI & KRAMER P.A.	6/30/2025	\$ 257.55
14364	710315	Check	MINNESOTA CHILD SUPPORT	6/30/2025	\$ 29.50
14370	710316	Check	MN SCHOOL EMPLOYEES ASSOC.	6/30/2025	\$ 9.49
14366	710317	Check	UNITED WAY OF BECKER COUNTY	6/30/2025	\$ 28.00
14387	710318	Check	MADISON NATIONAL LIFE INSURANCE	6/30/2025	\$ 4,578.76
					\$ 4,141,254.25

PERSONNEL AGENDA

July 28, 2025

1) **Resignations:**

Jacob Blow– Middle School PE Teacher, effective July 23, 2025.
Kelly Bristlin– Roosevelt Paraprofessional, effective June 20, 2025.
Terri Buerkle– ABE Instructor, effective July 16, 2025.
Nelaina Daggett– Rossman Long Term Sub, effective June 30, 2025.
Jessica Foster– Rossman Paraprofessional, effective July 2, 2025.
Robin Jordan– Rossman Special Education Para, effective May 22, 2025.
Christopher Pederson– High School Custodian, effective June 2, 2025.
Garrett Penton– High School Track Coach, effective July 1, 2025.

2) **Retirements:**

Marnie Presler– High School Special Education Para, effective June 26, 2025.

3) **Terminations:**

Joseph Grove– Middle School Custodian, effective July 18, 2025.

4) **Appointments:**

Dori Bakke– Middle School ESY Para, at the rate of \$18.35 per hour, working 18 hours, effective y 29, 2025 through August 14, 2025.

Paige Beck– Roosevelt ECFE/SR Educational Assistant, at the rate of \$17.00 per hour. Working 3735 hours per week, effective August 25, 2025.

Nelaina Daggett– Rossman Special Education Teacher, at the rate of MA, Step 1 or a contract amount of \$51,727 per year, effective August 18, 2025.

Austin Dodd– Middle School PE Teacher, at the rate of BA Step 3 or a contract amount of \$46,744 per year, effective August 25, 2025.

Jessica Erb– Rossman ECFE/School Readiness Assistant, at the rate of \$17.00 per hour, working 27.5 hours per week, effective August 18, 2025.

Paige Fettig– High School Assistant Girls Tennis Coach, at the rate of \$3,339.77 per season, effective August 11, 2025.

Timothy Garcia– High School Girls Soccer Coach, at the rate of \$4,052.07 per season, effective August 11, 2025.

Tiffany Heim– Roosevelt Paraprofessional, at the rate of \$17.35 per year, working 37.5 hours per week, effective August 25, 2025.

Rayna Jorgenson– Roosevelt .8 Academic Interventionist/Teacher, at the rate of BA Step 11 or a contract amount of \$47,536 per year, effective August 18, 2025.

Dakota Klosterman– Rossman Kindergarten Long Term Substitute, at the rate of BA Step 1 or a contract amount of \$45,023 per year, effective September 19, 2025 through February 27, 2026.

Alicia Ludwig– Rossman Special Education Para, at the rate of \$17.85 per hour, working 37.5 hours per week, effective August 26, 2025.

Sara Schnathorst– Middle School Volleyball Coach, at the rate of 4.5% of Step 7 or \$2,324.61 per season, effective August 18, 2025.

Judy Wollin– Project LIFE Instructor, at the rate of MA+30 Step 7, or a contract amount of \$65,484 per year, effective August 18, 2025 through May 30, 2026.

5) **Amended Assignment:**

Mary Haynes– Special Education Para is amending her assignment from 29.75 hours per week to 37.5 hours per week, effective September 2, 2025.

Trevor Janich– is amending his assignment from Middle School 7-12 Assistant Girls Soccer Coach to Assistant Varsity Soccer Coach, effective July 23, 2025.

6) **Leave of Absence:**

Kayla Rasmussen– Middle School Special Education Teacher is requesting a leave of Absence from August 25, 2025 through May 29, 2026.

DATE: July 10, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **AWARD OF MAINTENANCE QUOTES (2025-26 and 2026-27 School Years)**

Quotations were sought from local contractors to provide for Electrical, Mechanical Refrigeration, General Contracting, Mechanical Plumbing and Heating, and Fire Alarm Inspection services for the period beginning July 1, 2025 and ending June 30, 2027. Based on the attached quotations, we are recommending the following:

Contracted Service	Vendor
Electrical	Mark's Electric
Mechanical Refrigeration	Tweeton's Refrigeration & Heating
General Contracting	David Knopf Construction, LLC
Mechanical Plumbing and Heating	Green's Plumbing (Esser Family Company)
Fire Alarm Inspection	Summit Fire Protection

Administration recommends approval of the award of maintenance quotes.

Cc: Colin Gedrose



Detroit Lakes Public Schools

Independent School District No. 22

702 Lake Avenue, Detroit Lakes, MN 56501

Phone: 218.847.9271 Fax: 218.847.9273

QUOTATION FOR ELECTRICAL WORK

For Services Provided July 1, 2025 – June 30, 2027

To furnish labor and materials for maintenance and improvement projects as required by the School District. As a matter of School Board policy, any project whose cost is estimated to be \$1000 or more, labor and materials, will be quoted whenever feasible (emergency repair and projects estimated to be less than \$1000 are excluded).

Bidder certifies that he/she: will carry sufficient liability insurance to indemnify the firm; that all workers will be covered by the contractor's workers' compensation plan; and, as a condition of this project, will provide the District with a copy of those certificates of insurance before commencing any work. Failure to do so may be sufficient cause for review of quote.

All work requested by the District shall be performed within a reasonable amount of time, with two exceptions:

1. Emergency work, as defined by the School District, shall be done the same day.
2. Work projects which, by their nature, can be postponed due to the owner's flexibility, school calendar, or necessitated by the contractor's lead time to obtain materials.

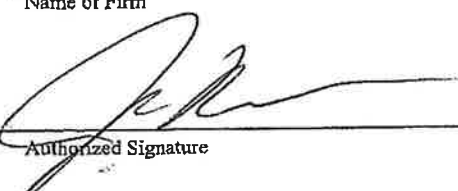
The quoted hourly rates are as follows:

	Two Year Contract
Electrician - rate per hour	\$ 80.00 + 10
Apprentice - rate per hour	\$ 55.00 + 4
Description of discount on materials (such as percentage discount from retail, dollar cost plus a specified percentage, etc.)	Cost + 15% Same

It is understood that throughout the school year (when school is in session), the contractor may typically be required to work before or after regular school hours in order to minimize disruption to students and staff.

An invoice shall be completed monthly, due on the 25th of each month, describing the electrical maintenance projects for which reimbursement is demanded, which shall thoroughly describe by project within each building the nature of the work. Payment shall be made, subject to School Board approval, within thirty (30) days of receipt of invoice.

Quotation deadline — 4:00 p.m. Wednesday, July 16, 2025

Mark's Electric	218-841-2149
Name of Firm	Telephone No.
	7-10-25
Authorized Signature	Date



Detroit Lakes Public Schools

Independent School District No. 22

702 Lake Avenue, Detroit Lakes, MN 56501

Phone: 218.847.9271 Fax: 218.847.9273

QUOTATION FOR MECHANICAL (REFRIGERATION) WORK

For Services Provided July 1, 2025 – June 30, 2027

To furnish labor and materials for maintenance and improvement projects as required by the School District. As a matter of School Board policy, any project whose cost is estimated to be \$1000 or more, labor and materials, will be quoted whenever feasible (emergency repair and projects estimated to be less than \$1000 are excluded).

Bidder certifies that he/she: will carry sufficient liability insurance to indemnify the firm; that all workers will be covered by the contractor's workers' compensation plan; and, as a condition of this project, will provide the District with a copy of those certificates of insurance before commencing any work. Failure to do so may be sufficient cause for review of quote.

All work requested by the District shall be performed within a reasonable amount of time, with two exceptions:

1. Emergency work, as defined by the School District, shall be done the same day.
2. Work projects which, by their nature, can be postponed due to the owner's flexibility, school calendar, or necessitated by the contractor's lead time to obtain materials.

The quoted hourly rates are as follows:

	Two Year Contract	
Certified Service Person – rate per hour	\$ 115.00	+15.00
Apprentice – rate per hour	\$ 95.00	+15
Description of discount on materials (such as percentage discount from retail, dollar cost plus a specified percentage, etc.)	10%	Same

It is understood that throughout the school year (when school is in session), the contractor may typically be required to work before or after regular school hours in order to minimize disruption to students and staff.

An invoice shall be completed monthly, due on the 25th of each month, describing the electrical maintenance projects for which reimbursement is demanded, which shall thoroughly describe by project within each building the nature of the work. Payment shall be made, subject to School Board approval, within thirty (30) days of receipt of invoice.

Quotation deadline — 4:00 p.m. Wednesday, July 16, 2025

Twinston Refrigeration & Heating
Name of Firm

218-847-7537
Telephone No.

[Signature]
Authorized Signature

7-15-2025
Date



Detroit Lakes Public Schools

Independent School District No. 22

702 Lake Avenue, Detroit Lakes, MN 56501

Phone: 218.847.9271 Fax: 218.847.9273

QUOTATION FOR GENERAL CONTRACTING WORK

For Services Provided July 1, 2025 – June 30, 2027

To furnish labor and materials for repair and improvement projects as required by the School District. As a matter of School Board policy, any project whose cost is estimated to be \$1000 or more, labor and materials, will be quoted whenever feasible (emergency repair and projects estimated to be less than \$1000 are excluded).

Bidder certifies that he/she: will carry sufficient liability insurance to indemnify the firm; that all workers will be covered by the contractor's workers' compensation plan; and, as a condition of this project, will provide the District with a copy of those certificates of insurance before commencing any work. Failure to do so may be sufficient cause for review of quote.

All work requested by the District shall be performed within a reasonable length of time, with two exceptions:

1. Emergency work, as defined by the School District, shall be done the same day.
2. Work projects which, by their nature, can be postponed due to the owner's flexibility, school calendar, or necessitated by the contractor's lead time to obtain materials.

The quoted hourly rates are:

Two Year Contract

Carpenter - rate per hour

\$50.00 per man hr +3.00

Carpenter's Assistant - rate per hour

\$45.00 per man hr +3.00

Description of discount on materials

(such as percentage discount from retail, dollar cost plus a specified percentage, etc.) I'll try to buy most of the materials with the school work orders Same

Projects may include installing whiteboards, TV mounts, shelving, cabinets and miscellaneous repair work. It is understood that throughout the school year (when school is in session), the contractor may typically be required to work before or after regular school hours in order to minimize disruption to students and staff.

An invoice shall be completed monthly, due on the 25th of each month, describing the general contract maintenance projects for which reimbursement is demanded, which shall thoroughly describe by project within each building the nature of the work. Payment shall be made, subject to School Board approval, within thirty (30) days of receipt of invoice.

To assure availability and provide a greater variety of resources, primary and alternate vendors may be approved.

Quotation deadline — 4:00 p.m. Wednesday, July 16, 2025

David B. Knopf Construction LLC (218) 841-9215
Name of Firm Telephone No.

David B. Knopf July 9, 2025
Authorized Signature Date



Detroit Lakes Public Schools

Independent School District No. 22

702 Lake Avenue, Detroit Lakes, MN 56501

Phone: 218.847.9271 Fax: 218.847.9273

QUOTATION FOR MECHANICAL (PLUMBING & HEATING) WORK

For Services Provided July 1, 2025 - June 30, 2027

To furnish labor and materials for maintenance and improvement projects as required by the School District. As a matter of School Board policy, any project whose cost is estimated to be \$1000 or more, labor and materials, will be quoted whenever feasible (emergency repair and projects estimated to be less than \$1000 are excluded).

Bidder certifies that he/she: will carry sufficient liability insurance to indemnify the firm; that all workers will be covered by the contractor's workers' compensation plan; and, as a condition of this project, will provide the District with a copy of those certificates of insurance before commencing any work. Failure to do so may be sufficient cause for review of quote.

All work requested by the District shall be performed within a reasonable amount of time, with two exceptions:

1. Emergency work, as defined by the School District, shall be done the same day.
2. Work projects which, by their nature, can be postponed due to the owner's flexibility, school calendar, or necessitated by the contractor's lead time to obtain materials.

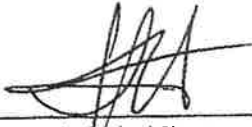
The quoted hourly rates are as follows:

	Two Year Contract	
Master Plumber – rate per hour	70	+5.00
Lead Plumber – rate per hour	55	+5.00
Apprentice – rate per hour	50	+5.00
Description of discount on materials (such as percentage discount from retail, dollar cost plus a specified percentage, etc.)	10%	Same

It is understood that throughout the school year (when school is in session), the contractor may typically be required to work before or after regular school hours in order to minimize disruption to students and staff.

An invoice shall be completed monthly, due on the 25th of each month, describing the electrical maintenance projects for which reimbursement is demanded, which shall thoroughly describe by project within each building the nature of the work. Payment shall be made, subject to School Board approval, within thirty (30) days of receipt of invoice.

Quotation deadline — 4:00 p.m. Wednesday, July 16, 2025

Greens Plumbing (Esser Family Company) 218-847-7542
Name of Firm Telephone No.
 7/8/25
Authorized Signature Date

INSPECTION SERVICE AGREEMENT**Branch Office**

3511 Main Ave
 Fargo, ND 58103
 701.237.6006

**Corporate Office**

575 Minnehaha Avenue W.
 St. Paul, MN 55103
 (651) 251-1880

Date: **7/1/2025**

Quote Number 0416009

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

CLIENT			
Name:	Detroit Lakes Schools ISD #22 (40598862)		
Address:			
Contact:			
Phone:		Cell:	
E-mail:			
A/R Email:			

INSPECTION LOCATION			
Name:	Administration Center		
Address:	702 Lake Ave		
	Detroit Lakes, MN 56501		
Contact:	Colin Gedrose		
Phone:	218.847.9271	Cell:	
Contact:			
Phone:		Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Fire Alarm System(s)	1	Annual	August	\$250

EXCLUSIONS:

Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.
 Inspection Compliance Engine Fees (if applicable).

SUMMARY:

\$65 Truck Charge per dispatched service - JS

Initial Term:	2 Years
From:	7/1/2025
Thru:	6/30/2027
Presented By:	
Jeff Steichen	
jsteichen@summitfire.com	
Fire Life Safety Sales Representative	
3511 Main Ave	
Fargo, ND 58103	
Summit Fire Protection Co.	
Cell Phone: 701.367.3118	
Direct Phone: 701-237.6006	
Fax:	
Signature:	<i>Jeff Steichen</i>
Date:	7/1/2025

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment: \$250

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

RH _____

See General Conditions on Page 2

Contract Acceptance:

Client:	
Signature:	Date:

INSPECTION SERVICE AGREEMENT

Branch Office

3511 Main Ave
 Fargo, ND 58103
 701.237.6006



Corporate Office

575 Minnehaha Avenue W.
 St. Paul, MN 55103
 (651) 251-1880

Date: 7/1/2025

Quote Number 041600

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

CLIENT			
Name:	Detroit Lakes Schools ISD #22 (40598862)		
Address:			
Contact:			
Phone:		Cell:	
E-mail:			
A/R Email:			

INSPECTION LOCATION			
Name:	Detroit Lakes High School		
Address:	1301 Roosevelt Ave		
	Detroit Lakes, MN 56501		
Contact:	Colin Gedrose		
Phone:	218.847.9271	Cell:	
Contact:			
Phone:		Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Fire Alarm System(s)	1	Annual	August	\$550

EXCLUSIONS:	SUMMARY:
Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.	\$65 Truck Charge per dispatched service - JS
Inspection Compliance Engine Fees (if applicable).	

Initial Term:	2 Years
From:	7/1/2025 Thru: 6/30/2027
Presented By:	

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment: \$550

Jeff Steichen jsteichen@summitfire.com Fire Life Safety Sales Representative 3511 Main Ave Fargo, ND 58103 Summit Fire Protection Co. Cell Phone: 701.367.3118 Direct Phone: 701-237.6006 Fax:	
Signature:	<i>Jeff Steichen</i>
Date:	7/1/2025

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

RH_____

See General Conditions on Page 2

Contract Acceptance:

Client:	
Signature:	Date:

INSPECTION SERVICE AGREEMENT**Branch Office**

3511 Main Ave
 Fargo, ND 58103
 701.237.6006

**Corporate Office**

575 Minnehaha Avenue W.
 St. Paul, MN 55103
 (651) 251-1880

Date: **7/1/2025**

Quote Number 0416003

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

CLIENT			
Name:	Detroit Lakes Schools ISD #22 (40598862)		
Address:			
Contact:			
Phone:		Cell:	
E-mail:			
A/R Email:			

INSPECTION LOCATION			
Name:	Detroit Lakes Middle School		
Address:	500 11th Ave		
	Detroit Lakes, MN 56501		
Contact:	Colin Gedrose		
Phone:	218.847.9271	Cell:	
Contact:			
Phone:		Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Fire Alarm System(s)	1	Annual	August	\$550

EXCLUSIONS:	SUMMARY:
Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.	\$65 Truck Charge per dispatched service - JS
Inspection Compliance Engine Fees (if applicable).	

Initial Term:	2 Years
From:	7/1/2025
Thru:	6/30/2027
Presented By:	

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment: \$550

Jeff Steichen	
jsteichen@summitfire.com	
Fire Life Safety Sales Representative	
3511 Main Ave	
Fargo, ND 58103	
Summit Fire Protection Co.	
Cell Phone: 701.367.3118	
Direct Phone: 701-237.6006	
Signature:	<i>Jeff Steichen</i>
Date:	7/1/2025

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

RH_____

See General Conditions on Page 2

Contract Acceptance:

Client:	
Signature:	Date:

INSPECTION SERVICE AGREEMENT

Branch Office

3511 Main Ave
 Fargo, ND 58103
 701.237.6006



Corporate Office

575 Minnehaha Avenue W.
 St. Paul, MN 55103
 (651) 251-1880

Date: 7/1/2025

Quote Number 0416012

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

CLIENT			
Name:	Detroit Lakes Schools ISD #22 (40598862)		
Address:			
Contact:			
Phone:		Cell:	
E-mail:			
A/R Email:			

INSPECTION LOCATION			
Name:	Lincoln Education Center		
Address:	204 Willow St E		
	Detroit Lakes, MN 56501		
Contact:	Colin Gedrose		
Phone:	218.847.9271	Cell:	
Contact:			
Phone:		Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Fire Alarm System(s)	1	Annual	August	\$250

EXCLUSIONS:	SUMMARY:
Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.	\$65 Truck Charge per dispatched service - JS
Inspection Compliance Engine Fees (if applicable).	

Initial Term:	2 Years
From:	7/1/2025 Thru: 6/30/2027
Presented By:	

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment: \$250

Jeff Steichen jsteichen@summitfire.com Fire Life Safety Sales Representative 3511 Main Ave Fargo, ND 58103 Summit Fire Protection Co. Cell Phone: 701.367.3118 Direct Phone: 701-237.6006 Fax:	
Signature:	<i>Jeff Steichen</i>
Date:	7/1/2025

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

RH_____

See General Conditions on Page 2

Contract Acceptance:	
Client:	
Signature:	Date:

SUMMIT
FIRE PROTECTION

**3511 Main Ave
Fargo, ND 58103
701.237.6006**

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

**575 Minnehaha Avenue W.
St. Paul, MN 55103
(651) 251-1880**

CLIENT			
Name:	Detroit Lakes Schools ISD #22 (40598862)		
Address:			
Contact:			
Phone:		Cell:	
E-mail:			
A/R Email:			

INSPECTION LOCATION			
Name:	Rossman Elementary		
Address:	1221 Rossman Ave		
	Detroit Lakes, MN 56501		
Contact	Colin Gedrose		
Phone:	218.847.9271	Cell:	
Contact			
Phone:		Cell:	

[illegible]

Tax, Truck charges, Extinguisher & Ansol 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.

Inspection Compliance Engine Fees (if applicable).

\$65 Truck Charge per dispatched service - JS

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Jeff Steichen
jsteichen@summitfirel.com
Fire Life Safety Sales Representative
 3511 Main Ave
 Fargo, ND 58103
Summit Fire Protection Co.
 Cell Phone: 701.367.3118
 Direct Phone: 701-237.6006
 Fax: _____
 Signature: _____ *Jeff Steichen*
 Date: 7/1/2025

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

See General Conditions on Page 2

Client:	
Signature:	Date:

ROSSMAN ELEMENTARY



**STUDENT/FAMILY HANDBOOK
2025-2026**

CONTENTS

Calendar	3	Mission	3
School Staff	4	Hours	4
Address	4	Newsletters	5
Closings/Delays	5	Bus Transportation	5

Academics

Grading	5	Report Cards/Progress Reports	5
Physical Education	5	Language Access Plan	6

Attendance

Arrival Time	6	Attendance Procedure	6
Field Trips	8	Student Drop-Off/Pick-Up	8
Leaving School Grounds	8	Withdrawal of Student from School	8

Behavior and Discipline

Discipline Policy and Behavior Expectations	8	Behavior Expectations (PBIS)	8
Money/Valuables/Personal Property	9	Bicycles/Skateboards/Roller Blades/Scooters	10
Cell Phones/Smart Watches	9		
Searches of Lockers, Desks, Personal Possessions and Person	10	Chemical Use/Abuse Policy	10
Tobacco	11	Appropriate Dress	11
Hazing Policy	11	Bullying Prohibition	11

Health, Security, Safety

Wellness Policy	13	Illness/Medications	13
Immunizations	14	Parent/Student Rights in Identification (Sec. 504)	14

Emergencies/Illness/Injuries	14	Weapons	15
Safety Drills	15	Background Checks	15
Child Abuse/Neglect Policy	15	Sexual, Racial, and Religious Harassment and Violence Policy	16
Insurance	16	Suicide Prevention Information	16
Water Quality	16		

Food Service

School Meals	17
---------------------	-----------

General Information

Conferences	17	Change of Information	17
Communication and Contact Information	18	Lost and Found	19
Parent Volunteers	19	Pest Control	19
Pets	19	PTO - Parent Teacher Organization	19
Pledge of Allegiance	19		
Recess	19	Student Promotion, Retention, and Placement	19
Title IX Policy	20	Visitors	20
Opt Out Form for MCA Testing	20	Distribution of Non School Sponsored Materials	20

Technology

Acceptable Use Policy	20	School Web Page	21
Statewide Computer Reporting System	21	Surveillance Equipment	21
Parents Responsibility	21		

2025-26 School Calendar

The 2025-26 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. • 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. • 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. • 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. • 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/Family Handbook is to inform our community of policies and procedures that 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/guardians 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. 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

DeAnna Baukol
Belinda Freeman
Jennifer Jackson
Jessica Stockstrom

2nd Grade

Kristen Blom
Kristi Downey
Becky Itzen
Anna Schuld

3rd Grade

Andrea Judisch
Fletcher Nelson
Destany Okeson
Mark Whiting

4th Grade

Sydney Burhans
Paige Fettig
Danika Huerd
Ben Pedersen

5th Grade

Bri Bahr
Rian Heimark
Mindy Nielsen
Ryan Zurich

Special Education

Nicole Benson
Rachel Carlson
Nelaina Daggett
Lynn Lee
Graham Newman
Kayla Thorp

Speech Language

Sarah Helm
Shannon Sitz

Physical Education

Robb Flint
Beth Leighton
Kris Swenson

Music

Kara Brager
Heather Trowbridge

STEAM/GATE

Kellie Wolf

Art

Megan Klair

Academic Intervention Support

Summer Dobratz
Kelli Hanninen
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, 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

Families must register for bus transportation online or by calling the District Office. Riding the bus is a privilege, and 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.

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.

Language Access Plan

Based on changes in MN state law, districts and charter schools are required to adopt a Language Access Plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. This Language Access Plan must be available to the public and included in the school's handbook. Further information can be found on the Detroit Lakes Public School website: www.dlschools.net under Student Support Services - English Language Learner Services - Direct Links.

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 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 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

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 2025-26 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	Roberta Lotvola - Administrative Asst. to the Principal	rlotvola@detlakes.k12.mn.us 218-847-9268
Homeless Support; Attendance Concerns	Allison Hefta - Homeless Liaison/Tuancy 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	Mark Champa	mchampa@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/Guardian 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
2025-2026**

CONTENTS

Calendar	3	Mission	3
School Staff	4	Hours	4
Address	5	Newsletters	5
Closings/Delays	5	Bus Transportation	5

Academics

Grading	6	Report Cards/Progress Reports	6
Physical Education	6		

Attendance

Arrival Time	6	Attendance Procedure	6
Field Trips	8	Student Drop-Off/Pick-Up	8
Leaving School Grounds	8	Withdrawal of Student from School	8

Behavior and Discipline

Discipline Policy and Behavior Expectations	9	Behavior Expectations (PBIS)	9
Money/Valuables/Personal Property	10	Cell Phones/Smart Watches	10
Searches of Lockers, Desks, Personal Possessions and Person	11	Chemical Use/Abuse Policy	11
Tobacco	12	Appropriate Dress	12
Hazing Policy	12	Bullying Prohibition	12

Health, Security, Safety

Wellness Policy	15	Illness/Medications	15
Immunizations	15	Parent/Student Rights in Identification (Sec. 504)	16
Emergencies/Illness/Injuries	16	Weapons	16

Safety Drills	17	Background Checks	17
Child Abuse/Neglect Policy	17	Sexual, Racial, and Religious Harassment and Violence Policy	18
Insurance	18	Suicide Prevention Information	18
Water Quality	19		

Food Service

2025-26 School Meals	19
-----------------------------	-----------

General Information

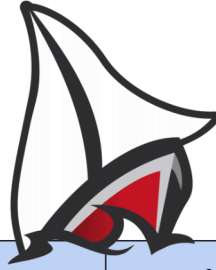
Conferences	19	Change of Information	20
Communication and Contact Information	20	Lost and Found	21
Parent Volunteers	21	Pest Control	21
Pets	21	PTO - Parent Teacher Organization	21
Pledge of Allegiance	21	Language Access Plan	23
Recess	22	Student Promotion, Retention, and Placement	22
Title IX Policy	22	Visitors	22
Opt Out Form for MCA Testing	22	Distribution of Non School Sponsored Materials	23

Technology

Acceptable Use Policy	24	School Web Page	24
Statewide Computer Reporting System	24	Surveillance Equipment	24
Parents Responsibility	25		

2025-26 School Calendar

The 2025-26 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 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. - 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. - 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. - 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. - 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
Tyler Fode
Rachel Solum
Marcus Okeson

Academic Interventionists

Tammy Langworthy
Deb Haverkamp
Heidi Swenson
Meredith Gulseth
Rayna Jorgenson

5th Grade

Amy Porter
Jen Olson
Sam Bergren
Amanda Craig

Special Education

Natalie Neal
Kayla Thompson
Jillian Lundberg
Ally Nielson
Taylor Kohler
Sara Jensen-Fritz

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

Janet Clark

Education Assistants

Kari Baer, Deb Baker, Arlene Bakker, Lorie Blomseth, Juli Clarey, Betty Disse, Ashley Francis, Melvina Grose, Barb Groth, Timmie Hansen, Mary Haynes, Casey Hoffman, Kristi Husby, Angie Johnson, Ruth Lage, Kari Lane, Ashley McDougall, Britt Moore, Tonia Nelson, Maja Rolland, Mason Sampson, Val Soberg, Mary Sundby, Michelle Tappe, 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. Please contact the school office if you are not receiving it after September 15, 2025, and we will add you to the mailing list.

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). 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 may result in the 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 Roosevelt 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.

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 be permitted to 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. Shirts and tops should not allow for a student's midriff to be visible. 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). If students are in violation of this policy, parents will be notified and called to make arrangements for different clothing. If parents can not be reached, an alternative clothing option, offered by the school, will be offered to the student.

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 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 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 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

2025-26 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 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 2025-26 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 each school year. In addition to this, other individual conferences may be scheduled as needed. Parents are encouraged to contact their child's teacher 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 - Roosevelt Elementary 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 218-847-1106
Homeless Support; Attendance Concerns	Allison Hefta - Homeless Liaison/Tuancy 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	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	Mark Champa	mchampa@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. Roosevelt students recite the Pledge daily.

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 -5 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.

Language Access Plan

The purpose of this plan is to document the procedures planned or in place at the Minnesota Department of Education (MDE) to ensure meaningful access to agency services and information to Multilingual English speakers (EL) in a language and format they can use and understand.

Language Access Plan Team Members

- Christina Bergeron
- Meredith Gulseth
- Jill Perkins
- Renee Kerzman
- Office administration and staff in each building
- Karen Nudell

A full copy of the plan, along with other ELL services offered, can be found on the district website.

- [Language Access Plan](#)

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 2025-2026 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, Counselor - Last Names A-L
Mrs. Kari Swoboda, Counselor - 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:_____

Table of Contents

Learner goals.....	3	Grade Check Template.....	31
School Day and School Hours.....	3	Prohibited Materials.....	14
Attendance.....	3	Student Assemblies.....	14
Curriculum.....	4	School Closings/Weather.....	14
Grade Reporting Periods.....	 4	Student Council.....	14
Grading.....	4	Student Promotion Criteria.....	15
Scholastic Eligibility.....	5	Student Sign-In/Out.....	15
Parent/Teacher Conferences.....	5	Student Technology.....	15
MCA.....	5	Surveillance Equipment.....	15
Appropriate Attire/Hygiene.....	6	Tardy Policy.....	16
Area Learning Center.....	6	Telephone/Messages.....	16
Bicycles, Rollerblades, Skateboards.....	6	Textbooks.....	16
Bulletins/Announcements.....	6	Visitors.....	16
Bus Transportation.....	6	Volunteers.....	16
Bus Loading Procedures.....	7	Withdrawal Procedures.....	16
Cellular Phones/Electronic Devices.....	7	Policy Prohibiting Sexual, Racial, & Religious Harassment and Violence.....	17
Change of Address.....	7	Section 504 Information.....	17
Closed Campus.....	7	Acceptable Use Policy.....	18
Co-Curricular Activities.....	7	Chemical Use/Abuse Policy & Procedures.....	18
Detention Study Hall.....	8	Child Abuse/Neglect Policy/Procedures	
Directory Information.....	8	Title IX Policy Notification.....	18
Dropping Courses.....	9	Distribution of NonSchool-Sponsored Materials on School Premises.....	19
Emergency Procedures.....	9	Hazing Policy.....	19
English Language Services.....	10	Pest Control Materials Notice.....	19
Fees.....	10	Shelter in Place/Lockdowns/CASE.....	19
Counseling/Student Services.....	10	Multi Tier System of Supports.....	20
Homework.....	10	Middle School Behavior & Responsibility Plan.....	21
Illness/Injuries During School Day.....	11	K-12 Discipline & Violence Prevention Policy.....	23
Immunizations.....	11	School Board Policies.....	25
Library/Media Center.....	12	Cell Phones and Personal Electronic Devices..	29
Lockers.....	12		
Lost and Found.....	12		
Lunch Program.....	12		
Medication Procedures.....	13		
Office.....	13		
Physical Exams.....	13		
Pledge of Allegiance.....	13		
Pop, Candy, Gum.....	14		
Posters and Signs.....	14		
Physical Education Information.....	28		
Middle School Events Calendar.....	30		

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 2025-2026 school year, 100% of the students will demonstrate appropriate growth and achievement in reading, mathematics and science from 2024-2025 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 Language Arts, 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 21

Trimester II ends.....February 27

Trimester III ends.....May 21

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 3

Trimester II progress reportJanuary 16

Trimester III progress reportApril 2

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 3.4-4.0	Student performance demonstrates thorough mastery and exceeds learning expectations by completing all requirements in a manner considered exemplary.
Meets Standards 2.60-3.39	Student performance demonstrates mastery of course standards that meet established proficiency criteria.
Partially Meets Standards 2.0-2.59	Student performance demonstrates incomplete mastery of course standards but meets some criteria relating to essential learning.
Does Not Meet 1.0-1.99	Student performance demonstrates incomplete and inadequate mastery of essential standards.
No Evidence 0.0-0.99	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 Monday, October 13 from 4:00 – 7:30 p.m. and Wednesday, October 15 from 8:00am-4:00pm. The second conference dates will be Monday, March 9 from 4:00 – 7:30 p.m. and Wednesday, March 11 from 8:00am-4:00pm. 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 expect 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.
- Backpacks are prohibited during the school day and are to be stored in lockers.

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 emailed or 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 \$80.00 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.lakeractivities.com.

DETENTION STUDY HALL

Detention study hall may be issued at principal discretion for attendance issues (skipping), homework completion, 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.

DIRECTORY INFORMATION

In accordance with FERPA, School Board Policy #515 and Minnesota State Statute DLMS protects the privacy of pupil records using the following standards.

A. Student contact information

Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

B. Parent contact information

The 2025 Minnesota legislature enacted the following: A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

In addition, the 2025 Minnesota legislature enacted the following: Data concerning parents is private data on individuals but may be treated as directory information if the same procedures that are used

by a school district to designate student data as directory information are followed, except that a parent's home address, telephone number, email address, or other personal contact information may not be treated as directory information.

The federal FERPA definition of "directory information" states: "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes 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:

- a. a student's social security number
- b. a student's identification number (ID), 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;
- c. 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;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. 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>

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.

ENGLISH LANGUAGE LEARNER SERVICES

Programming information for English Language Learner Services can be found at:
<https://www.dlschools.net/departments/student-support-services/english-language-learner-services>

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 device.
- 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 appropriate, quality 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 Thrift Store several times a year.

LUNCH PROGRAM

The options the students have for lunch each day are: regular hot lunch, salads, choice line, or bringing their own lunch. School lunches and breakfast are again free this school year. 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 recorded to the family lunch account. 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 with administrative approval. 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 not allowed during the school day. 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. 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 Title IX Coordinator, Kylie Johnson, 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

CLASSROOM	• Be on time • Understand expectations when absent	• Complete Assignments • Turn in quality work • Ask for assistance when needed	• Have materials ready • Stay on task • Speak appropriately
LUNCHROOM	• Be in the lunch line at appropriate time • Stay in appropriate areas inside/outside • If inside, stay seated	• Clean up after self • Use time wisely • Thank lunch staff • Leave table neat	• Be aware of surroundings • Hands and feet to self • Use inside voice
RESTROOMS	• Use in between classes and during lunch • Go by yourself		• Flush • Practice good hygiene • Clean up after self • Respect property
ASSEMBLIES	• Stay for entire performance • Take breaks before or after performance		• Sit where you are directed to sit • Respect speakers • Be attentive
HALLWAYS	• Enter hallways no earlier than 7:55am • Vacate hallways by 3:40pm	• Efficiently use your time to get materials	• Go directly to class • Hands and feet to self • Stay in own hallway • Stay to the right
SCHOOL GROUNDS	• Stay on campus once you arrive until the end of the day • Leave campus by 3:40	• Take pride in school grounds and building	• Take care of your own possessions and litter • Be where you are directed to be
BUS	• Be in line and on time • Be prepared to leave at the end of the day (especially those riding early bus)	• Respect the bus driver • Keep track of belongings while on the bus	• Hands/feet to self when in line • Be good example for younger students • Food and drink not allowed • Keep litter off bus
OPEN GYM	• Come and be active! • Everyone can play	• Demonstrate good sportsmanship	• 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:

	Level I Behaviors	Level II Behaviors
	- 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	- 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		
• Pro		
1. Lev		to the office for ad
2. Wh		teacher will send, student to the office
with the Stu		then call the office 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 drugs 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/Vape: Tobacco/Vape 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.

2025-2026 Middle School Events Calendar

<u>Date</u>	<u>Event</u>
Monday August 25-Thursday August 28	BARR Training Staff Development/Inservice Days
Wednesday, August 27	MS Open House 4:00-6:00
Tuesday, September 2	Opening Day of School
Wednesday, Sept. 10	Middle School Picture Day
Wednesday, Sept. 24	Early Dismissal
Friday, Oct. 3	Trimester I Progress Report
Monday, Oct. 13	Parent/Teacher Conferences 4:00-7:30pm
Wednesday, October 14	Parent/Teacher Conferences 8:00am-4:00pm
Thursday, Oct. 16	No School – EM Break

Friday, Oct. 17	No School – EM Break
Wednesday, October 29	Early Dismissal
Monday, Nov. 10	Inservice – No School
Friday, Nov. 21	Trimester I Ends
Wednesday, Nov. 26	Early Dismissal
Thursday, Nov. 27	No School – Thanksgiving
Friday, Nov. 28	No School – Thanksgiving
Tuesday, December 23	Early Dismissal (1:00pm)
Wednesday, Dec. 24 –	
Friday Jan, 2	No School – Winter Break
Monday, Jan. 5	Classes Resume
Friday, Jan. 16	Trimester II Progress Report
Monday, Jan. 19	Inservice - No School
Thursday, Feb. 12	Early Dismissal
Friday, Feb. 13	No School
Monday, Feb. 16	No School - Presidents Day
Friday, February 27	Trimester II ends
Monday, March 9	Parent/Teacher Conferences 4:00 – 7:30pm
Wednesday, March 11	Parent/Teacher Conferences 8:00am – 4:00pm
Thursday, March 12	No School – Spring Break
Friday, March 13	No School – Spring Break
Thursday, April 2	Trimester III Progress Report
Friday, April 3	No School – Holiday
Monday, April 6	No School - Holiday
Thursday, May 21	End Trimester III, Semester II/Last Day of School
Friday, May 22	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
2025-2026

CONTENTS

Daily Schedule	3	Attendance	7
Yearly District Calendar	4	Attendance Intervention	8
DLALC Mission	5	Absences and Activities	11
ALC Programs	6	Student Support Resources	12

Academics

Academic Integrity	13	Grading Reassessment	16
Grading	14	Graduation Requirements	16

Activities

Activities/Fees	17
How to Register	18

Behavior and Discipline

Discipline Policy	19	Bullying Prohibition	24
Harassment/ Violence	22	Dress Code	30
Chemical Use	23	Social Media	32
Hazing	24	Student Parking Policy	32

Health, Security, Safety

Student Illness/Medication	34	School Liaison Officer	35
Emergency Procedures	35	Transportation	35

General Information

Directory Information	37	Records	42
Distribution of Materials	37	Release of Directory Information	42
Fees	38	Section 504	44
Lunch Accounts	38	Student Surveys	44
Messages	39	Nicotine and Tobacco	46
Mobile Phones (PEDS)	39	Water Quality	46
Off Campus Behavior	41		
Parking	41		

Technology/FAQ

Technology Use	46
Frequently Asked Questions	51
LanguageAccess Plan	52
Mandatory Annual Parent Notifications	53

CLASS SCHEDULE

PERIOD	TIME
1	8:15 - 9:05
2	9:05 - 9:55
Advisory	9:55 - 10:25
3	10:25 - 11:15
4	11:15 - 12:05
Lunch	12:05 - 12:35
5	12:35 - 1:25
6	1:25 - 2:15
Skills	2:15 - 2:40
7	2:40 - 3:30
8 - CR	3:30 - 4:20

DETROIT LAKES

LAKERS



25-26 District Calendar

August 18-19	New Teacher Inservice
August 25-28	Teacher Inservice
August 27	K-12 Open House
September 1	Labor Day • No School
September 2	First Day of School PK-12
September 24	Early Dismissal
October 13	HS/MS P/T Conferences
October 14	Elementary P/T Conferences
October 15	K-8 No School; P/T Conferences; 9-12 In Session
October 16-17	Fall Break- No School
October 29	Early Dismissal
October 31	End of 1st Quarter
November 10	Teacher Inservice-No School
November 21	End of 1st Trimester
November 24	HS P/T Conferences
November 26	Early Dismissal
November 27-28	Holiday- No School
December 23	Early Dismissal 1:00pm
December 24	Winter Break Begins
January 1-2	Winter Break- No School
January 16	End of 2nd Quarter/ 1st Semester
January 19	Teacher Inservice-No School
February 12	Early Dismissal
February 13-16	Holiday No School
February 23	HS P/T Conferences
February 27	End of 2nd Trimester
March 9	MS P/T Conferences
March 10	Elementary P/T Conferences
March 11	K-8 No School; P/T Conferences; 9-12 In Session
March 12-13	Spring Break No School
March 20	End of 3rd Quarter
March 23	HS P/T Conferences
April 3-6	Holiday No School
May 21	Last Day of School
May 21	Last day of Semester/Trimester/Quarter
May 22	Teacher Inservice-No School
May 25	Holiday No School
May 22, 26-29	Potential Makeup Days
June 19	Holiday District Closed

KEY		
	New Teacher Inservice	168 Student Contact Days
	Teacher Inservice	9 Teacher Inservice/Conferences
	Early Dismissal Day	177 Teacher Contract Days
	Holidays Offices Closed	1 August 1-Sept 1; K-8 Teacher Floating day
	K-8 No School • 9-12 Open	
	No School	
	P/T Conferences	
	End of semester/Trimester	
	Beginning/Ending Days	

OFFICES CLOSED:
July 4th, Labor Day, Thanksgiving Day & Day After,
Christmas Eve & Day, New Years Eve & Day, Good
Friday, Memorial Day, Juneteenth

July • 2025							January • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31

August • 2025							February • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30							
31													

September • 2025							March • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1			3	4	5	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				

October • 2025							April • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		

November • 2025							May • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						

December • 2025							June • 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

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 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. - 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. - 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. - 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. - 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 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”

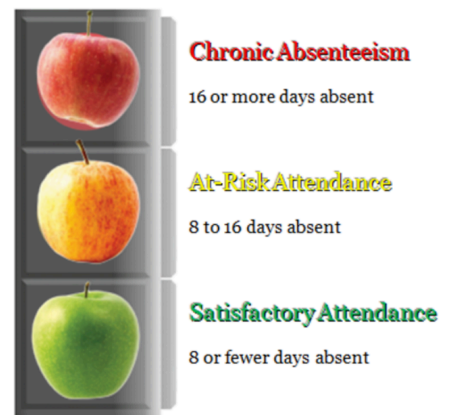
A student’s academic success is directly related to regular, daily attendance. Students who attend school every day receive opportunities for important contact with their teachers, a safe and stable environment, and establish a record of responsibility and dependability for themselves.

Detroit Lakes ALC’s minimum attendance goal for every student is 90% 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 tardiness 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.

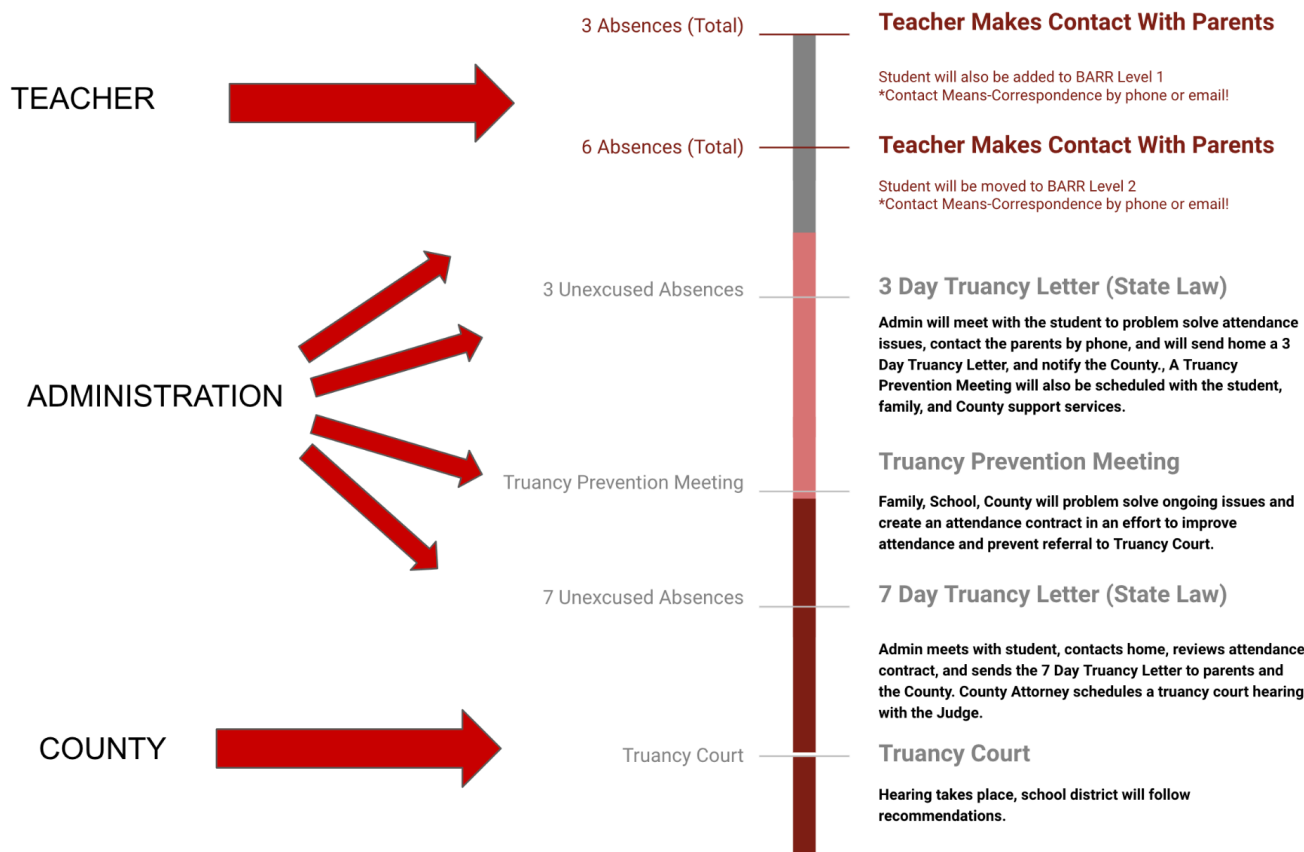
DLALC follows state law concerning the procedure for addressing student absences (MN Statute 260A.01 - 260A.07)

- 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
- Absences approved by the state of Minnesota (120A.22): - 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	- 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

United States - 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: - 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	• 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
--	--

*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 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
--	---	--

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:
 - o Keep your paper covered and your eyes on your own paper.
 - o Clarify if notes, calculators, etc. can be used on the test.
 - o Do not talk during a test except to the teacher.
 - o 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 and Beyond
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 Zurich)	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 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.

SEASON TICKETS - Access to all regular season athletic contests for the 2025=26 school year.

\$65 Adults with GoFan Fees

\$12.50 Students with GoFan Fees

Purchase season passes and event tickets online at www.dllakers.com. Passes DO NOT apply to MSHSL playoffs or tournaments.

SINGLE GAME TICKETS - Access to a single Laker athletic contest during the 2025-26 school year.

\$8 Adults with GoFan Fees

\$6 Students with GoFan Fees

*Note season passes and single game tickets can be purchased with cash in the High School Office during regular business hours beginning August 18.

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, 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, 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, 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 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 - Everyday. All Day

Respect - Everyone deserves and gives respect.

Work - Do it! Effort is valued.

Restore - If you make a mistake, fix it!

Grow - Academic, personal, emotional, social, professional.

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.



**entertainment
cameras, music
personal digital
the school day at**

Electronic device procedures at DLALC for 2025-2026

→ ***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 Period 1 (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 and the student will not be allowed to have it over the lunch period.
- ◆ After lunch, the phone will then be placed in the student's 6th hour teacher's caddy at the beginning of the period (12:35) 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, Skills, or 8th 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

Language Access Plan

Purpose: The purpose of this plan is to document the procedures planned or in place at the Minnesota Department of Education (MDE) to ensure meaningful access to agency services and information to Multilingual English speakers (EL) in a language and format they can use and understand.

Authorities: Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000 et seq.; Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

U.S. Equal Educational Opportunity Act (EEOA); Federal law requires states and school districts to provide an equal educational opportunity to students learning English. States and districts must take "appropriate action" to "overcome language barriers."

Minnesota Learning for English Academic Proficiency (LEAPS) Act of 2014, Chapter 272, H.F No. 2397, Article 1. The law has three principal goals for all EL students: 1) academic English proficiency; 2) grade-level content knowledge; and, 3) multilingual skills development.

Language Identification Procedures: Determine parent/guardian language needs through the following procedures:

- **Enrollment Survey:** Upon registration, parents/guardians will identify their preferred language and method of communication. ○ Enrollment staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork.
- **Student information System:** The preferred language and method of communication of parents/guardians will be visible to all staff in the SIS.
- **Preferred Language Lists:** School secretaries will distribute preferred language lists to classroom

teachers upon request.

● **Teacher Communication:** Teachers are encouraged to inquire about communication preferences in their own communication with families.

Methods of Providing Services to Multilingual Speakers:

- MDE Department website provides information to Multilingual speakers on where to quickly get help in a language and format they can use and understand.
- Detroit Lakes Public Schools website embedded translation option
- Qualified EL instructors to assist in order to determine need and resources.
- Interpreter services are available through the Language Line which can be accessed by working with individual schools.
- Translation of Documents services are available through the Language Line which can be accessed by working with individual schools.

Dissemination of Information to Appropriate Staff: Detroit Lakes Public Schools provides language access training opportunities to appropriate staff, which includes at the least:

- Title VI of the Civil Rights Act of 1964.
- How to access Language Line
- Cultural issues related to delivery of information, resources, and instruction to Multilingual Learners through teacher relicensure requirements and professional development opportunities.

Annual Review of Language Access Plan: This plan will be reviewed annually. This Language Access Plan is available on the Detroit Lakes Public Schools' website.

Language Access Plan Team Members:

- Christina Bergeron
- Meredith Gulseth
- Jill Perkins
- Renee Kerzman
- Office administration and staff in each building
- Karen Nudell

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. [29 U.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\(e\)](#)



STUDENT/PARENT HANDBOOK

Policies, Procedures, and Required Notices

2025-2026

CONTENTS

About DLHS

2025-26 Cell Phone Procedure	4	Daily Schedule	5
Yearly Block Calendar	6-7	Snow Day/Flex-Learning District Calendar	8
Academic Intervention Time	8	Laker Time	9
Communication	9	Student Support Resources	10

Attendance

Attendance	10	Attendance Notification	11
Attendance Intervention	12	Reporting Absences	12

Academics

Academic Integrity	16	Grading of Courses	18
Grading Reassessment	19	Deadlines	19
Weighted Grades	20	Schedule Changes	20
Pass/Fail and Withdraw	21	Graduation Requirements	22
Academic Lettering	22	Progress Reports/Report Cards	23
Graduation Ceremony	23	Language Access Plan	24

Activities

Activities/Fees	24	How to Register	25
------------------------	-----------	------------------------	-----------

Behavior and Discipline

Non-Exclusionary Discipline	25	Removal From Class	25
Compliance with School Personnel	26	Bullying/Malicious and Sadistic Conduct	26
Dress Code	27	Fighting and Assault	28
Harassment and Violence	28	Hazing	28
Social Media Procedures	29	Tobacco/Vaping	29
Weapons	29	ISS & DLHS Behavior Guide	30

Health, Security, Safety

Student Illness/Medication	31	Lockdowns	31
Water Safety- Testing for Lead In Drinking Water	31	Student IDs	31
School Doors	32	School Liaison Officer	32

General Information

Directory Information	33	Fees	34
Hall Passes	34	Lockers	34
Messages	36	Mobile Phones (PEDS)	36
Nexus to School	37	Pledge of Allegiance	38
PSEO	38	Release of Directory Information	39
Section 504	40	Student Surveys	40
Surveillance Systems	41	Statewide Testing	41
Title IX	41		

Technology, FAQ, & Board Policies

Technology Use	42	Frequently Asked Questions	45
		School Board Policies	48

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

DLHS MISSION

The mission of Detroit Lakes Public Schools is to 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. • 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. • 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. • 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. • 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

Electronic device procedures at DLHS

- **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

	Monday Tuesday Friday 7 PERIOD	Wednesday ODD BLOCK		Thursday EVEN BLOCK	
Zero Hour	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)	Period 1	8:15 - 9:50 (95)	Period 2	8:15 - 9:50 (95)
Period 2	9:10 - 10:00 (50)	Break	9:50 - 10:00 (10)	Break	9:50 - 10:00 (10)
Period 3	10:05 - 10:55 (50)	Period 3 Laker Time	10:05 - 11:40 (95)	Period 4	10:05 - 11:40 (95)
Period 4	11:00 - 11:50 (50)	Period 5 (Lunch - See below)	11:45 - 1:50 (90 + 30 = 120)	Period 6 (Lunch - See below)	11:45 - 1:50 (90 + 30 = 120)
Period 5 (Lunch - See below)	11:55 - 1:15 (50 + 30 = 80)				
Period 6	1:20 - 2:10 (50)	Period 7	1:55 - 3:30 (95)	AIT 1	1:55 - 2:40 (45)
Period 7	2:15 - 3:05 (50)				
AIT	3:10 - 3:30 (20)			AIT 2	2:45 - 3:30 (45)

7 Period Lunch Schedule		Block Lunch Schedule	
Lunch A 11:55 - 12:25 (30)	Class A 12:25 - 1:15 (50)	Lunch A 11:45 - 12:15 (30)	Class A 12:15 - 1:50 (95)
Class C 11:55 - 12:45 (50)	Lunch C 12:45 - 1:15 (30)	Class C 11:45 - 1:20 (95)	Lunch C 1:20 - 1:50 (30)

2025-2026 Block Calendar

August Aug 18-19 - New Teacher Workshop Aug 25-28 - Teacher Workshop Aug - Back to School Open House September Sept 1 - Labor Day No School Sept 2 - First Day of School	August <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr></table>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	September <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td></tr></table>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
M	T	W	TH	F																																																										
				1																																																										
4	5	6	7	8																																																										
11	12	13	14	15																																																										
18	19	20	21	22																																																										
25	26	27	28	29																																																										
M	T	W	TH	F																																																										
1	2	3	4	5																																																										
8	9	10	11	12																																																										
15	16	17	18	19																																																										
22	23	24	25	26																																																										
29	30																																																													
October *Oct 13- Conferences 5-7 pm Oct 16/17 - No School Oct 29 - Early Dismissal ^Oct 31- MidSemester November Nov 10 - No School - Teacher Inservice *Nov 24- Conferences 4-7 pm Nov 26 - Early Dismissal Nov 27-28 - Thanksgiving Break	October <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><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></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^	November <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><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></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
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^																																																										
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																																																										
December Dec 23 - Early Dismissal 1PM Dec 23 - Jan 3 Winter Break January Jan 1/2 - Winter Break Jan 5 - Classes Resume **Jan - End of 1st Sem. Jan 19 - No School - Teacher Inservice	December <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			January <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><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></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
M	T	W	TH	F																																																										
1	2	3	4	5																																																										
8	9	10	11	12																																																										
15	16	17	18	19																																																										
22	23	24	25	26																																																										
29	30	31																																																												
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																																																										
KEY																																																														
INSERVICE DAY	EARLY DISMISSAL	NO SCHOOL																																																												
8 PERIOD DAY	ODD BLOCK DAY	EVEN BLOCK DAY																																																												

2025-2026 Block Calendar

February Feb 12 - Early Dismissal Feb 13 - No School - Teacher Inservice Feb 14-17 - No School *Feb 23 - Registration/Conf Night 5-7pm March Mar 11 - Early Dismissal Mar 12-13 - No School ^Mar 20- Midsemester *Mar - Conferences 5-7pm	February <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><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></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	March <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><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></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								
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																																																										
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																																																													
April April - Commit to Graduate April - Academic Awards April 3-6 - No School April - MCA Reading/Math May *May - Day of Caring **May - DOC-Alternate ^May 15 - Last Day, Seniors May 21 - Last Day (9-11th) ☺ May 22 - Teacher Inservice May 22 - Graduation, 2:00pm May 22 - Grad Bash, 9PM-TBD	April <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><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></td></tr></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		May <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21 ☺</td><td>22</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr></table>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21 ☺	22	25	26	27	28	29
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																																																											
M	T	W	TH	F																																																										
				1																																																										
4	5	6	7	8																																																										
11	12	13	14	15																																																										
18	19	20	21 ☺	22																																																										
25	26	27	28	29																																																										
KEY																																																														
INSERVICE DAY	EARLY DISMISSAL	NO SCHOOL																																																												
8 PERIOD DAY	ODD BLOCK DAY	EVEN BLOCK DAY																																																												

Snow Day/Flex-Learning Day Plan

BAD WEATHER/SNOW DAY

DLPS will not have any Flex-Learning Days built into the schedule for the 2026 School Year.

- We have built in makeup days at the end of May in case we need to use extra bad weather days during the school year. The District will notify families if these days need to be used. Bad Weather Make-up days are May 22, 26, 27, 28, and 29.

May • 2026						
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						

2 HOUR LATE START

In the event we must use a 2 hour late start schedule, students will attend all of the classes they were scheduled to attend that day. Classes on the 2 hour late start days will be shortened so students can go to all of their scheduled classes for the day.

- For example: If we have a 2 hour late start on an Odd Block day, students will report to their 1st hour class by 10:15.

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 as needed during the school year and will be held either during AIT or during students' 3rd hour class. 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

- Check your email regularly so that you do not miss important communications from your instructors or from administration.
- We have found that email is the most successful means of communication with parents. This includes the following very important items:
 - DLHS Newsletter: Weekly Wave is sent via email and routinely gets over 1,200 views each week.
 - 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.
 - Attendance communications from DLHS are sent via email.
 - Positive Laker Pride tickets are sent to both students and parents via email.
- 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

- Find Detroit Lakes School District activity on Social Media:
 - X:
 - DL Public Schools: @DLPublicSchools
 - Detroit Lakes High: @DetLakesHigh
 - Facebook
 - Detroit Lakes Public Schools
 - 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 Liaison/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

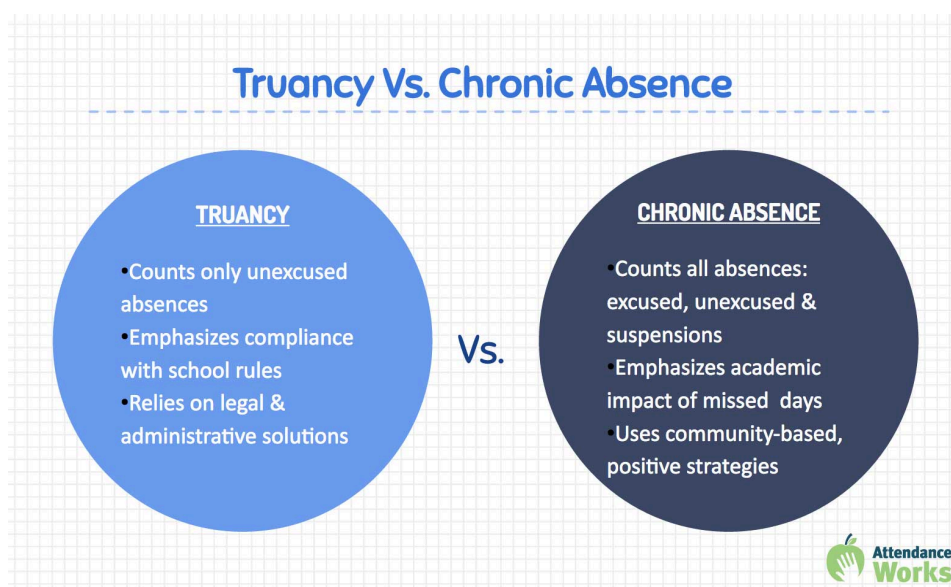
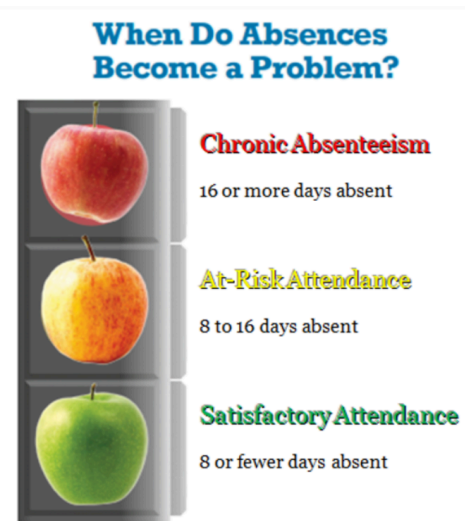
“Every Student, Every Day”

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.



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)

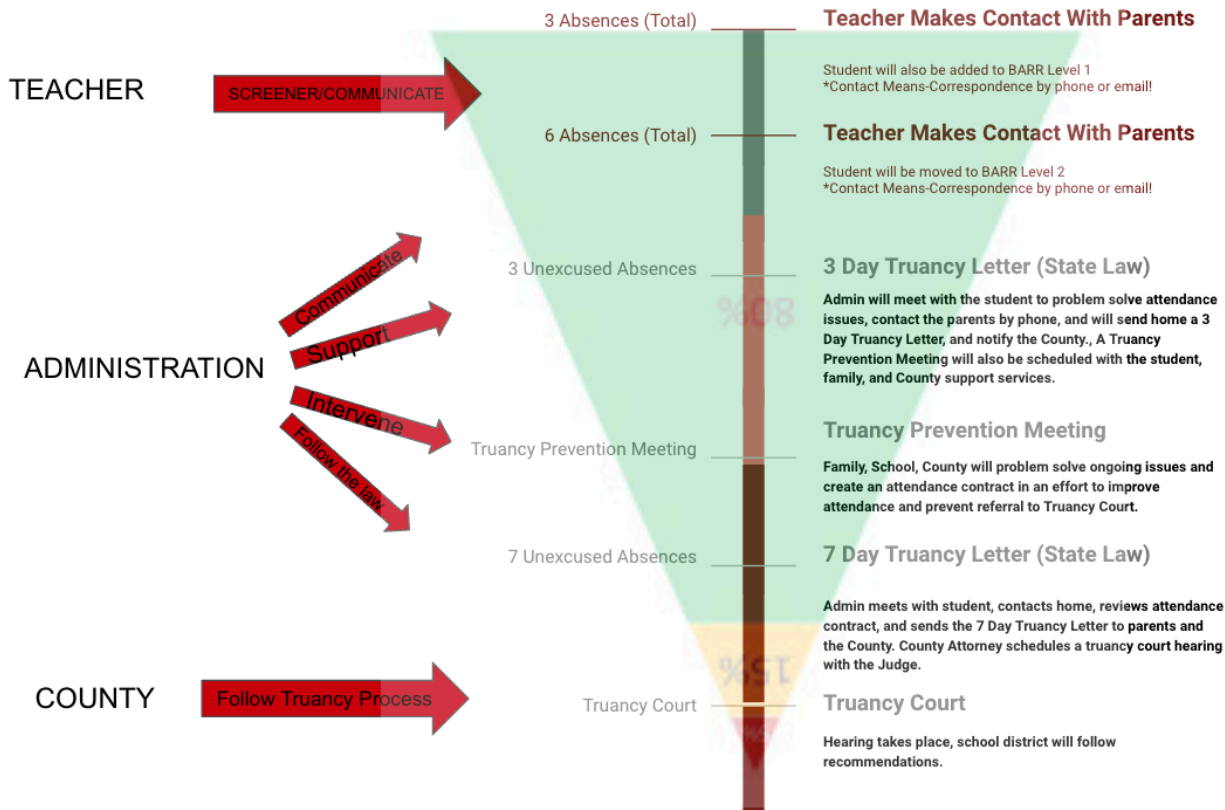
- Upon the 3rd accumulated Non-Exempt absence, the school will notify the student and parents via phone/letter that their child has 3 absences in said class period. They will be invited to set up a meeting with the school. Becker County Social Services will also be notified.
- The purpose of these truancy 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
• Absences approved by the state of Minnesota (120A.22): ◦ 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)	• 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 are Exempt	
◦ Child illness 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 - Absences due to suspension do not apply to a student's total absence count. All schoolwork may be made up for full credit.
- o Court dates/appearances
- o College visits approved by administration (2 days per year; must notify DLHS in writing before the absence)
- o Transportation problems (1 per year)
- o Family trips (up to five days per year; includes hunting; must notify DLHS in writing before the absence)
- o 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.

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. 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: mid-Oct, mid-Nov, mid-Dec, and mid-Jan.*
 - ◆ *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:
 - o Keep your paper covered and your eyes on your own paper.
 - o Clarify if notes, calculators, etc. can be used on the test.
 - o Do not talk during a test except to the teacher.
 - o 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 POLICY

In accordance with MN Statute: 124D.09, Subd. 12.Credits; grade point average weighting policy

Weighted grades are awarded to recognize the rigor of certain advanced coursework. At Detroit Lakes High School (DLHS), the following courses qualify for weighted grades:

Advanced Placement (AP) courses: Weighted at an additional 1.0 grade point. For example, an "A" in an AP course earns 5 grade points, compared to 4 grade points in a regular course.

Concurrent Enrollment (CE) and Post-Secondary Enrollment Options (PSEO) courses: Weighted at an additional 0.5 grade point. For example, an "A" in a CE/PSEO course earns 4.5 grade points.

Weighted grades for PSEO courses will only be awarded for equivalent CE courses offered at DLHS.

See attached list for CE courses offered at DLHS

Eligibility and Transfer Credits:

Weighted grades are awarded only for AP and CE/PSEO courses that align with DLHS curriculum.

When students transfer to DLHS, weighted credit will only be granted for AP courses that are also available to all DLHS students. CE/PSEO courses must meet DLHS curriculum standards to be eligible for weighted grades.

College Credit Opportunities at DLHS

#	Course	College Credits	Type of Credit	School
1	ACCT2210 – Managerial Accounting	1 Semester – 4	CE	MSTATE
2	ACCT2211 – Financial Accounting 1	1 Semester – 3	CE	MSTATE
3	ART 1110 – Introduction to Art	1 Semester – 3	CE	MSTATE
4	BUS2204 – Principles of Management	1 Semester – 3	CE	MSTATE
5	BUS2206 – Principles of Marketing	1 Semester – 3	CE	MSTATE
6	CHEM 1111 – General Chemistry I	2 Semesters – 5	CE	MSTATE
7	COMM 1120 – Intro to Public Speaking	1 Semester – 3	CE	MSTATE
8	ED 205 – Introduction to Teaching	1 Semester – 3	CE	MSUM
9	ENGL 1101 – College Writing	1 Semester – 3	CE	MSTATE
10	HIST 1101 – Western Civilization I	1 Semester – 3	CE	MSTATE
11	HIST 1102 – Western Civilization II	1 Semester – 3	CE	MSTATE
12	MATH 1114 – College Algebra	2 Semesters – 4	CE	MSTATE
13	MATH 1114 – College Algebra	Fall Semester – 4	CE	MSTATE
14	MATH 1118 – Pre-Calculus	Spring Semester – 5	CE	MSTATE
15	Child Development	TBD	Articulated	MSTATE
16	Accounting	TBD	Articulated	MSTATE
17	AP Lit. & Comp.	Depends on Score	AP	Multiple
18	AP U.S. Hist.	Depends on Score	AP	Multiple
19	AP Psychology	Depends on Score	AP	Multiple
20	AP Biology	Depends on Score	AP	Multiple
21	AP Statistics	Depends on Score	AP	Multiple
22	AP Calculus	Depends on Score	AP	Multiple
23	AP Spanish 3	Depends on Score	AP	Multiple
24	AP Spanish 4	Depends on Score	AP	Multiple
25	AP Physics	Depends on Score	AP	Multiple
Total College Credits Opportunities at DLHS		46+	AP, Articulated, CE	MN State Colleges

Type	College Credit	Weighted GPA Bonus	HS Grad Credit Bonus
AP	Yes (Depends on AP test score)	Yes +1.0	Not Applicable *(AP Credits)
CE	Yes	Yes +0.5	Yes *(Depends on Course)
PSEO	Yes	Maybe +0.5 *(Select Classes Only)	Yes *(Depends on Course)

Students passing a PSEO class get a 0.5 Weighted GPA Bonus and a Graduation Credit Bonus*.

Students passing an AP class get a 1.0 Weighted GPA Bonus but no Graduation Credit Bonus*.

Students passing a CE class get both a 0.5 Weighted GPA Bonus and a Graduation Credit Bonus*.



15



Grades Eligible for Weighting:

In all AP and eligible CE/PSEO courses, a grade of "A," "B," "C," or "D" qualifies for the weighted grade point adjustment.

This policy ensures consistency and fairness while encouraging students to pursue rigorous academic opportunities.

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, 2026 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.

Department	50 Total Credits Required for Graduation
Pathway	2 Cr of Seminar 2 Cr of Pathway Exploration 2 Cr of Pathway 1 Credit of Vantage/Internship and 1 Credit of Pathway 8
Language Arts	2 Cr of English 9 in grade 9 2 Cr of English 10 in grade 10 2 Cr of Literature in grade 11 or 12 1 Cr of Composition in grade 11 or 12 1 Cr of Student's Choice in grade 11 or 12 8
Social Studies	2 Cr of World Geography in grade 9 2 Cr of U.S. History in grade 10 1 Cr of Economics 1 Cr of Government 1 Cr of World History 7
Science	2 Cr of Earth Science 2 Cr of Biology 2 Cr of Chemistry or Physics 6
Mathematics	6 Cr of Math through Algebra 2 2 Cr of Algebra and/or Geometry 2 Cr of Algebra 2 2 Cr of Math Elective as needed 6
Physical Education & Health	1 Cr of Laker Wellness in grade 9 1 Cr of Fitness 1 Cr of Health 1 Cr of active Phy Ed 4
Fine Arts	2 Cr to be chosen from Media Arts/Visual Arts/Music/Theatre 2
Financial Literacy	1 Cr of 21 st Century Skills 1
Electives	12
Total Classes A Student Could Take During Their DLHS Career Class of 2026 – 60 Class of 2027 – 58 Class of 2028+ – 56	

- Full Time Student: 9th and 10th graders must take 7 classes per day to be on track for Graduation. 11th and 12th graders may take 6 classes per day if they are on track for Graduation. 11th and 12th graders may have 1 Open Hour if they are on track for graduation, meet the Open Hour requirements, and have their parents' permission.
- Maximum course load per semester: Students may take up to 7 classes per semester.
 - ◆ Some students may have 8 classes if they are enrolled in a DLHS zero-hour course. DLHS only offers zero-hour courses when required for scheduling purposes. Options for Zero Hour Courses: Jazz Band, Laker Singers.

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 by the date of the graduation ceremony 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 by students in the graduating class and staff. Administration has final decision making power on graduation speakers. Attendance, behavior, academics, positive school involvement, and content of speeches are all taken into consideration. All speeches must be pre-approved by DLHS Administration.

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.

LANGUAGE ACCESS PLAN

DLPS uses the follow methods of providing services to multilingual students:

- MDE Department website provides information to Multilingual speakers on where to quickly get help in a language and format they can use and understand.
- Detroit Lakes Public Schools website embedded translation option
- Qualified EL instructors to assist in order to determine need and resources.
- Interpreter services are available through the Language Line which can be accessed by working with individual schools. Interpreters will be provided upon request. Parents should notify the office at the school, or the ML teacher if they would like an interpreter.
- Translation of Documents services are available through the Language Line which can be accessed by working with individual schools.

Additional information about DLPS Language Services may be found at:

www.dlschools.net/departments/student-support-services/english-language-learner-services.

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 (Blake Weitzel)	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 ()	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 (Maggie 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

\$60 Adults

\$10 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 LaCarra Larson at lacarralarson@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 whenever possible.

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 to prevent bodily harm or death to the student or 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 and safety of the 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 may include mediation, in-school suspension, 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.

3. 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.

Malicious and Sadistic Conduct (New in 2023)

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, glitter, confetti, stink spray, etc..

RESPECT FOR PROPERTY

The citizens of the Detroit Lakes School District have provided us with 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 reminded 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 anything which appears to be a weapon. Consequences for broken or fake weapons will be the same as for real and functional weapons.

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.

IN-SCHOOL SUSPENSION

DLHS utilizes an In-School Suspension program for students who are not following the rules or are otherwise disrupting the operation of the school.

Students who violate the following rules will be assigned to ISS for the remainder of the school day:

- Skipping class (in a bathroom, wandering the hallways, hiding in a study room, in the wrong classroom, etc)
- More than one student in a single bathroom stall
- Leaving the building without permission (using a side door during the school day)

Students assigned to ISS will be marked Unexcused for the classes they are assigned to ISS unless they report to ISS and are cooperative (if a student is assigned to ISS for the afternoon and refuses to go to ISS by leaving school or hiding, they will be marked unexcused for those periods). Unexcused absences due to not reporting to ISS will count towards a student's attendance ultimately resulting in being dropped from a class and earning a Failing grade on their transcript.

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
1st Level Response: → Pause → Quiet Word → Pre-Arranged Signal → A "Look" → Planned Ignoring → Proximity 2nd Level Response: → Redirect → Re-teach → Remind → Private Conversation → Phone Call Home 3rd Level Response: → Conference with student → Phone call home → Define problem → Decide on action → Agree on consequence → Possible BARR referral Responding to Power Struggles: ★ Pause, take a deep breath ★ Speak slowly and calmly ★ Shift responsibility ★ Allow student to save face ★ End with a thank you	→ 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	<u>Complete a referral in Skyward or Email for the following:</u> → Door infractions → Parking infractions → Skipping and leaving the building → Major technology issues (non compliance) → Skipping/Excessive tardies → Major dress code issues <u>Call and or Escort Student to the Main Office Immediately for the following:</u> → Assault/Fighting → Threats and intimidation → Serious insubordination → Bullying/Harassment → Chemical use ◆ Alcohol ◆ Drugs → Destroying property (Major Vandalism) → Disrespect to teacher/sub → Possession of a Weapon (or Suspected Possession) → Theft → Inappropriate Sexual Behavior	Staff Action: • Complete Incident Referral (QMLATIV) • Contact Home Administrative Action: → Conference with student → Conference with guardian → Restorative practice → Follow up Communication to staff member ◆ Follow up conversation ◆ Follow up email *Note: Discipline is at the discretion of the Administration consistent with ISD 22 policy and State Law. **Documentation in QMLATIV

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.

WATER SAFETY - TESTING FOR 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.

A. Student contact information

Under Minnesota law, a school district may not designate a student’s home address, telephone number, email address, or other personal contact information as “directory information.”

B. Parent contact information

The 2025 Minnesota legislature enacted the following: A parent’s personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

In addition, the 2025 Minnesota legislature enacted the following: Data concerning parents is private data on individuals but may be treated as directory information if the same procedures that are used by a school district to designate student data as directory information are followed, except that a parent’s home address, telephone number, email address, or other personal contact information may not be treated as directory information.

The federal FERPA definition of “directory information” states: “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes 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:

- a. a student's social security number
- b. a student's identification number (ID), 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;
- c. 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;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. 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 extra cost to the student when they are in 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:

1. Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.
2. All classrooms require students to place their devices in a phone caddy. It is our expectation that this occurs every class period.
3. Cell phones are not needed to carry out any academic work that our instructors have students complete.
4. 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.
5. Earbuds and AirPods are not allowed in the classroom.
6. When a student requests to use the restroom, their phone will remain in the classroom phone caddy.
7. 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.
8. 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.
9. 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 FINE 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:
 - o Less than 5 tardies total to class
 - o 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

DATE: July 10,2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **PROPERTY TAX LEVY ADOPTION CALENDAR**

The School Board must certify its Proposed Property Tax Levy by September 30, 2025 for the 2026-27 School Year. If the Levy information is available to the District on a timely basis, the proposed Levy could be certified at the September 22, 2025 Board Meeting. If the Levy information is not available in time for the District to review the information and for Administration and the Finance Committee to make a recommendation, then a Special Board Meeting will be needed. Administration recommends the following timeline for our Property Tax Levy adoption:

Date/Time	Event
Monday, September 22, 2025 (5:30 PM)	Certify Proposed Tax Levy (Complete Before September 30th, 2025)
On or before September 30th, 2025	Certify to County Auditor-Treasurer
November 24, 2025 - December 20, 2025	Budget and Proposed Tax Hearing needs to be in this time period. Must be before final adoption.
Monday, December 15, 2025 6:00 PM	Budget and Proposed Property Tax Hearing & Final Levy Approval. Prior to the School Board adopting the Property Tax Levy and Budget, districts are required to discuss the levy and budget at a regularly scheduled school board meeting and allow the public to speak. The meeting must take place at 6:00 PM or later. The District can adopt the final levy at the same meeting.
On or before December 27, 2025	Certification to the County Auditor by this date

Administration recommends the approval of this timeline.

DATE: July 14, 2025

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Long Term Facility Maintenance (LTFM) Ten-Year Plan**

The school board is required to annually update and take action to implement the Ten-Year Long-Term Facility Maintenance (LTFM) plan in order to participate in the revenue program. Adopting the plan provides MDE with verification that the School Board has taken responsibility for projects to be performed and for revenue to be placed on the levy. The Ten-Year Long-Term Facility Maintenance plan was reviewed at the June Facilities Committee Meeting.

Under this program, the District will spend current available funds on Long Term Facilities Maintenance projects and recoup revenue in future periods. The anticipated deficit for the year ended June 30, 2025 is \$406,434.

Adoption of this plan sets the LTFM revenue at \$380 per APU for Levy payable 2026 for Fiscal Year 2026-2027. Recommendation is to approve the Ten-Year Long-Term Facility Maintenance plan including the attached Revenue and Expenditure summaries and Statement of Assurances for Fiscal Year 2027.



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

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

ED-02477-011
Due: July 31, 2025

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

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers Detroit Lakes Public Schools	District Number and Type: 0022-01	Date Submitted: 07/28/2025
---	--------------------------------------	-------------------------------

Statement of Assurances

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

Certification of Statement of Assurances

Signature ☒ Must be signed by Superintendent or Cooperative Unit Director:	Name ☒ Superintendent or Cooperative Director (Please print) Mark Jenson - Superintendent	Date: 07/28/2025
---	--	---------------------

School Board Resolution
Independent School District NO. 22
Adopting the School District's Fiscal Year (FY) 27
Long-Term Facilities Maintenance Ten-Year Plan

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2024, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31st for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion.

And the following voted against _____.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 22 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 27 on the _____ of _____ 2025.

School Board Clerk Signature



Out of State Travel Request

Description:

DLHS Music Department bi-annual trip.

This year's trip will be to Orlando, Florida, in March of 2026.

It is educational in nature, as our bands/choirs will be performing in a national level music festival.

There will also be opportunities for sightseeing/tourist activities, along with team building and general camaraderie.

DETAILS OF REQUEST

Request permission for out of state travel to: Orlando, Florida.

Who will be attending: DLHS Music Students, Chaperones, and Directors.

Learning strands offered:

Learning strand 1 - communication skills

Learning strand 4 - life and career skills

Learning strand 5 - understanding the self and society

7/08/25

Request for Out of State Travel

Superintendent Jenson,

I have been elected to serve on the Minnesota Interscholastic Activities Administrators Association Executive Board. Part of the responsibilities of this position are to attend the National Interscholastic Activities Administrators Association Conference each year.

I am seeking approval for out of state travel to attend The National Athletic Directors Conference held in Tampa, FL from December 12-16, 2025. It offers a unique opportunity to receive additional training, learn best practices from seasoned athletic directors, and network with my peers.

The MNIAAA covers the cost of airfare, ground transportation and hotel for the Executive Board. The district would need to provide the registration fee as well as some per diem for meals. I have outlined the costs below.

Here is an approximate cost to attend the 2025 National Athletic Directors Conference:

Airfare	MNIAA Provided
Transportation	MNIAA Provided
Hotel (4 nights at hotel price + tax)	MNIAA provided
Meals/Airport Parking	Approx. \$250
Conference registration fee (*Early Bird* Price \$295)	\$295
TOTAL	\$545

Thank you for considering my request!

Regards,



Rob Nielsen
Activities Director



School Board Meeting Agenda Memorandum

Kylie Johnson, HR Director
Detroit Lakes Public Schools
kyliejohnson@detlakes.k12.mn.us

DATE: July 18, 2025
TO: Board of Education
FROM: District Bargaining Committee - Board Member: John Steffl, Mark Jenson (Supt), Jason Kuehn (Director of Finance & Operations) & Kylie Johnson (HR Director)

SUBJECT : 2025-27 Custodians and Bus Drivers (AFSCME)

The district bargaining committee for contract negotiations is recommending the approval of the AFSCME Master Agreement for the 2025-27 contract period. The AFSCME members have ratified the agreement as follows:

- The financial settlement includes a 4% wage increase in year one and a 3.5% increase in year two.
- Health insurance contributions toward single coverage will increase to \$750 per month in 2025–26, and to \$825 per month in 2026–27 (year two).
- Step advancements will not be applicable in either year of the contract.

Language and other material changes included the following:

- Article 13- Annual Leave: Language revised to provide clarification regarding July 1st award date versus Anniversary date.
- The parties agree to terminate the past practice related to retroactive payments.

The total 2-year package increase is 6.63% for a total 2-year cost of \$209,654.

The district bargaining committee recommends approval of this agreement.

School Board Meeting Agenda Memorandum



Kylie Johnson, HR Director
Detroit Lakes Public Schools
kyliejohnson@detlakes.k12.mn.us

DATE: July 23, 2025
TO: Board of Education
FROM: Kylie Johnson (HR Director)
SUBJECT: National Insurance Services Consulting Agreement

Through its partnership with National Insurance Services (NIS), the district meets the requirements of the Health Insurance Transparency and Accountability (HITA) law by conducting a health insurance bid process and benefit enrollment every two years, as well as providing ongoing education on available benefits throughout the year.

The district is currently in the third year of a three-year consulting agreement with NIS, effective July 1, 2023. This agreement was initially enacted by Steve Smith on behalf of NIS.

A new three-year Consulting Agreement with NIS is proposed, covering the period from July 1, 2025, through June 30, 2028. This agreement is between the district and Leah Boedigheimer, replacing Steve Smith as the district's primary NIS contact.

Upon approval, the 2025–2028 Consulting Agreement will supersede the existing agreement.

District Administration recommends approval of 2025-2028 National Insurance Services Consulting Agreement.

Cc: Matie Hanson

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - July 24, 2025

Members Present:

Julie Smith-Yliniemi Sanford Nelson Mickey Okeson Mark Jensen Jason Kuehn

A Finance Committee Meeting was held on Thursday, July 24th in the District Office Conference Room. The agenda was as follows:

1. Review of Receipts and Disbursements

Receipts for the month of June totaled \$3,089,772.01. Receipts of note included reimbursements for grants related to federal programs, monthly Food & Nutrition Services reimbursements, final first half tax remittance from Becker County, and metered State Aid payments.

Three sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for June totaling \$4,141,254.25 which includes payments for payroll liabilities, food service vendors, utilities, transportation contracts, and Student Activities.

The committee also recommends approval of the check summaries for July 14th and July 28th in the amount of \$899,021.23 and payroll transfers totaling \$3,030,901.95

2. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of June. Total balances for all funds as of 6/30/2025 were \$18,954,136.10. District expenditures and revenues through June were reviewed in comparison to the budget. Kuehn noted that final June balances will be adjusted to account for expenditures and revenues related to FY 2024-25 that are received after July 1st.

3. Tax Levy Calendar

Director of Finance Kuehn reviewed the 2025-26 Tax Levy with the committee - highlighting dates for presenting and submitting the Preliminary Property Tax Levy in September as well as the required Truth in Taxation meeting in December. Finance Committee recommends approval.

4. FY 2027 Long Term Facilities Maintenance (LTFM) 10-Year Plan

Kuehn reviewed the documents required for the district's annual Long Term Facilities Maintenance (LTFM) 10-Year Plan submission to the Minnesota Department of Education (MDE). Included was the potential financial implications for the upcoming years and potential long-term considerations. Finance Committee recommends approval.

5. District Investment Summary

The committee reviewed the district's investment portfolio as of 6/30/2025. Kuehn updated the committee on potential options for adjusting investment practices to maximize expected interest rates.

Next Meeting: Tuesday, August 19th @ 11:30 AM at the District Office

