



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING

Monday, August 24, 2026 - 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. Strategic Plan

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the August 24, 2026 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

A. No recognitions this month.

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.

A. Celeste Koppe

B. Bruce Raboin

C. Richard Anderson

D. Pam Daly

E. Dyson Mois

- F. Kerry Claypool-Lambert
- G. Jonathan Melgaard
- H. Debbi Wimmer
- I. Trevor Janich
- J. Terry Kalil
- K. Emily Buermann
- L. League of Women Voters (DL Area)
- M. Madalyn Sukke
- N. Lindsey Miller
- O. Todd Simison
- P. Sara Pender
- Q. Shauna Hutchinson
- R. Gail Kolby
- S. Deanna Sinclair

VII. **DONATIONS**

- A. No donations this month.

VIII. **PROGRAM PRESENTATIONS**

Presenter:

- A. No presentations this month.

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 July 27, 2026 Regular School Board Meeting.

- B. Approve Treasurer's Report

- C. Approve Personnel Agenda Items

- D. **Approve Second Reading of Handbooks:**

- 1. Rossman

- 2. Roosevelt

- 3. Middle School

- 4. High School

- 5. School Readiness

- 6. Activities

- E. **Approval of Policies**

- 1. 611 - HOME SCHOOLING

- 2. 612.1 - DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

- 3. 614 - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

- F. Approve 2026-27 Food Services Pricing

- G. Approve School Resource Officer Agreement between DLPS and City of DL

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 Policies:**

Presenter: Steffl, Board Chair

- 1. 203.5 - SCHOOL BOARD MEETING AGENDA

- 2. 613 – GRADUATION REQUIREMENTS

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 resolution as drafted by the district's legal counsel.

XII. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

- 1. District Updates

B. Board Committee and Representative Reports

- 1. Sports Arena Commission

Presenter: Steffl, Chair

- 2. Finance Committee

Presenter: Okeson, Treasurer

XIII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

- A. Activities Committee Meeting — Wednesday, September 9 @ 7 am — DLHS Conference Room

- B. Policy Committee Meeting — Wednesday, September 16 @ 7 am — Middle School Conference Room

- C. District Finance Committee Meeting — Monday, September 21 @ 9 AM — District Office Conference Room

- D. Regular School Board Meeting — Monday, September 28 @ 5:30 pm — City Council Chambers

XIV. MEETING ADJOURNED

Presenter: Steffl, Board Chair



DETROIT LAKES

PUBLIC SCHOOLS

VISION

Detroit Lakes Public Schools envisions a future where students are prepared to thrive beyond graduation.

MISSION

Detroit Lakes Public Schools ensures consistent expectations, opportunities, meaningful support, and strong relationships so that every student develops the skills, confidence, and connections needed to thrive beyond graduation.

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, July 27, 2026, 7:00 AM
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501**

Present: John Steffl, Mary Rotter, Michelle Okeson, Sanford Nelson, Michael Walther, Julie Smith-Yliniemi

Absent: None

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

The Pledge of Allegiance was recited.

A motion was made by Nelson, seconded by Walther, to amend the agenda and add an Action Item to remove all non-school sponsored items from the schools. Walther, Nelson, Steffl, and Okeson voted YES; Rotter, Smith-Yliniemi voted NO.

No RECOGNITIONS given this month.

No PROGRAM PRESENTATION this month.

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

- A. Approve the Minutes of the June 22, 2026 Regular School Board Meeting.
- B. Approve Treasurer's Report
- C. Approve Personnel Agenda Items
- D. Approve Second Reading of Policies:
 - a. 428 - SUBSTITUTE TEACHER PAY
 - b. 506 - K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY
 - c. 601 - SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS
 - d. 902 - RENTAL POLICY - BUILDINGS AND FACILITIES
- E. Approve Student Transportation Services Agreement with Olander Bus Company for the 2026-27 and 2027-28 School Years.
- F. Approve Paige Tollefson as Officer of Election for the November 3, 2026 School Board Election held in conjunction with the Beck County Auditor's Office Regular Election.

Discussion was had on the following items:

- A. First Reading of Handbooks
 - a. Rossman
 - b. Roosevelt
 - c. Middle School
 - d. High School/ALC
 - e. School Readiness
 - f. Activities
- B. Building Goals
 - a. Rossman
 - b. Roosevelt
 - c. Middle School
 - d. High School

A motion was made by Nelson, seconded by Walther, to remove all non-school sponsored items from the schools. Motion carried 4 votes to 2 votes (Rotter, Smith-Yliniemi voted NO).

A motion was made by Okeson, seconded by Walther, to approve the Resolution for the District's FY28 Long Term Facility Maintenance Plan (LTFM) and the General Obligation of Facilities Maintenance Bonds, Series 2027A. 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.

Board Chair Steffl announced upcoming meetings and events.

A motion was made by Okeson, seconded by Smith-Yliniemi, to adjourn the meeting at 8:06 am. Motion carried unanimously.

Respectfully submitted,

Julie Smith-Yliniemi, Clerk

PERSONNEL AGENDA

July 27, 2026

1) Resignations:

Tyler Burnside– Boys Soccer Coach, effective July 13, 2026.

Patti Dahlin– Rossman Kitchen Staff, effective July 1, 2026.

Cody Einerson– Boys Hockey Coach, effective June 16, 2026.

Jodi Hatch– Middle School Para, effective May 26, 2026.

Reed Hefta– Track and Field Coach, effective June 9, 2026.

Josh Hesebeck– High School Groundskeeper, effective June 29, 2026.

Katrena Lende– Administrative Assistant, effective August 6, 2026.

Katja Mohn– ECFE/SR Educational Assistant, effective July 14, 2026.

Kayla Rasmussen– Middle School Special Education Teacher, effective June 30, 2026.

Heidi Swenson– Roosevelt Elementary Teacher, effective June 30, 2026.

Greg Unruh– Assistant Golf Coach, effective July 15, 2026.

2) Retirements:

4) Appointments:

Nicollette Anderson– Roosevelt Admin Assistant, at the rate of \$20.41 per hour, working 1641 hours per year, effective August 2026.

Brenda Eckman– Middle School Special Education Teacher, at the rate of BA Step 2 or a contract amount of \$47,324 per year, effective August 25, 2026.

Lisa Foster– Roosevelt 0.8 Interventionist, at the rate of BA Step 5 or a contract amount of \$40,203.20 per year, effective August 17, 2026.

Ryan Hawkinson– Middle School Custodian, at the rate of \$21.42 per hour, working 40 hours per week, effective July 27, 2026.

Charles Honke– High School Agriculture Teacher, at the rate of 0.8 BA Step 4 or a contract amount of \$39,419.20, effective August 25, 2026. **Pending License

Kadance Ritchie– 0.8 Academic Interventionist, at the rate of BA Step 1 or a contract amount of \$37,198.40, effective August 17, 2026.

Ted Skaro– High School Custodian, at the rate of \$21.42 per hour plus \$1.00 per hour differential pay, working 40 hours per week, effective August 3, 2026.

Brianna Smart– Middle School Volleyball Coach, at the rate of \$2,092.41 per season, effective August 17, 2026.

Paige Tollefson– District Administrative Assistant, at the rate of \$26.00 per hour, working 40 hours per week, effective August 6, 2026.

5) Sixth Period Pay:

6) Leave of Absence:

Brianna Byer– Middle School Teacher is requesting a leave of absence from August 25, 2026 through November 13, 2026.

7) Terminations:

8.) Amended Assignments:

Lowell Engen– is amending his assignment from the Middle School Custodian to High School Groundkeeper, effective July 20, 2026.

Karlie Lehmann– is amending her assignment from Middle School Behavior Interventionist to Secondary Student Success Coordinator, effective for the 2026-2027 school year.

Will Pederson– is amending his assignment from High School Custodian to Rossman day shift Custodian, effective August 3, 2026.

ISD #22 - Detroit Lakes
Reconciliation Worksheet Report
07/31/2026

Audit No	Statement Date	Co	Bank Code	Bank Name/Descriptor
1080	07/31/2026	0022	MW	Midwest Bank General Checking

Worksheet has been Finalized

Statement Amount 8,376,071.82

Deposits in Transit 0.00

Outstanding Payments

Checks 289,212.95

Wires 0.00

SHR - Payments 1,746.21

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount 0.00

Amount Per Bank 8,085,112.66

GL Account Balance 8,085,112.66

Co L Fd Org Pro Crs Fin O/S
0022 B 01 101 000

Ty
F

Difference 0.00

Adjustments
00/00/0000



ISD #22 - Detroit Lakes **Outstanding Payments by Payment Date**

Bank: MW
 Acct#: 4139754

7/31/2026

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
0022	12780	Check	1 3680	RUNYAN, HILARY	02/06/2025	709089	40.00
	14151	Check	1 3771	BUZICK, ALYSSA	06/09/2025	710093	34.70
	14685	Check	1 3318	NEIN, TAYLOR.	08/11/2025	710530	64.17
	15078	Check	1 3819	SWANSON, KARLA	09/22/2025	710829	13.99
	15267	Check	1 1749	MIGUEL'S	10/13/2025	710951	200.00
	16014	Check	1 3859	CARETRANSFER SOLUTIONS	12/08/2025	711423	101.95
	15995	Check	1 2149	SWANSON'S REPAIR	12/08/2025	711499	152.44
	16597	Check	1 2730	WHEELING, EMMERY	02/09/2026	711934	40.00
	16645	Check	1 1541	ISD #2170	02/18/2026	711950	152.00
	16721	Check	1 2715	BAUMGARTNER, MAKAYLA	02/23/2026	711960	50.00
	16887	Check	1 3354	MOHR, CHRISTIN	03/09/2026	712110	85.36
	17567	Check	1 2896	FOUR HILLS FARMS INC	05/11/2026	712606	3,978.00
	17536	Check	1 1426	GRAINGER, INC.	05/11/2026	712607	118.52
	17538	Check	1 1456	HAUS, MARY	05/11/2026	712609	49.86
	17751	Check	1 3585	PERHAM HIGH SCHOOL	05/22/2026	712794	200.00
	17879	Check	1 2870	MN FFA ASSOCIATION	06/08/2026	712857	1,195.00
	17935	Check	1 1500	HOLIDAY INN-DL	06/22/2026	712917	87.59
	17945	Check	1 1745	MIDWEST BUS PARTS	06/22/2026	712934	33.56
	17989	Check	1 3988	ODEGAARD BLISS, EMILY	06/22/2026	712943	11.20
	18078	Check	1 1345	FAGERLIE, TAMMY	07/13/2026	712997	49.52
	18128	Check	1 3104	FLIGHT DECK ATHLETICS INC	07/13/2026	712999	595.00
	18138	Check	1 3852	MOEN, RACHEL	07/13/2026	713028	262.53
	18111	Check	1 2014	ROTARY CLUB OF DETROIT LAKE	07/13/2026	713045	219.00
	18129	Check	1 3375	SPROUTMATION LLC	07/13/2026	713049	587.10
	18157	Check	1 1772	MN ASSOC. OF SCHOOL BUSINE	07/13/2026	713077	665.00
	18154	Check	1 1715	MASSP	07/13/2026	713078	890.00
	18187	Check	2 2287	AFSCME COUNCIL 65	07/15/2026	713095	253.54
	18189	Check	2 2309	D. L. ATHLETIC FOUNDATION	07/15/2026	713096	50.00
	18190	Check	2 2310	D.L. PUBLIC EDUC FOUNDATION	07/15/2026	713097	5.00
	18188	Check	2 2292	UNITED WAY OF BECKER COUN	07/15/2026	713098	8.00
	18211	Check	1 1067	ARVIG	07/27/2026	713100	820.00
	18224	Check	1 3155	CM2 SUPPLY	07/27/2026	713102	131.25
	18213	Check	1 1459	HDQ LANDSCAPING & MORE, INC	07/27/2026	713104	9,443.57
	18214	Check	1 1487	HILLYARD / HUTCHINSON	07/27/2026	713105	69.08
	18227	Check	1 4000	INTEGRATED FOOD SERVICE	07/27/2026	713106	1,460.00
	18215	Check	1 1545	ISD #548	07/27/2026	713107	4,715.79
	18223	Check	1 2387	MINNESOTA HISTORICAL SOCIE	07/27/2026	713109	240.00
	18217	Check	1 1764	MINNKOTA RECYCLING	07/27/2026	713110	286.80
	18222	Check	1 2353	MN DEPT OF EMPLOYMENT & EC	07/27/2026	713111	67,746.57
	18219	Check	1 1901	OTIS ELEVATOR COMPANY	07/27/2026	713113	2,825.00
	18225	Check	1 3504	RAMSEY, CHRISTY	07/27/2026	713114	351.64
	18220	Check	1 1997	RETHWISCH, FRANCINE	07/27/2026	713115	32.55
	18221	Check	1 2014	ROTARY CLUB OF DETROIT LAKE	07/27/2026	713116	657.00
	18228	Check	1 1056	APPLE COMPUTER, INC.	07/27/2026	713117	8,724.00
	18264	Check	1 3486	BREMER INSURANCE AGENCIES	07/27/2026	713118	30,000.00
	18230	Check	1 1143	BRENCO CORP.	07/27/2026	713119	1,273.27
	18262	Check	1 3405	CENTRAL LAKES CONFERENCE	07/27/2026	713120	4,000.00
	18269	Check	1 3995	COMMITTEE FOR CHILDREN	07/27/2026	713123	808.00
	18263	Check	1 3449	CRYSTAL CLEAR WINDOW CLEA	07/27/2026	713124	250.00
	18229	Check	1 1107	CWIKLA ACE HARDWARE	07/27/2026	713125	171.48
	18234	Check	1 1244	DACOTAH PAPER COMPANY	07/27/2026	713126	765.57
	18235	Check	1 1305	EAST SIDE JERSEY DAIRY ESJD	07/27/2026	713127	2,649.22

ISD #22 - Detroit Lakes **Outstanding Payments by Payment Date**

8/4/2026

18:19:42

Bank: MW
 Acct#: 4139754

7/31/2026

Co	Pmt No	Pmt Type	Grp Code	Vendor	Pmt Date	Check No	Amount
0022	18236	Check	1 1378	FLR SANDERS, INC	07/27/2026	713128	25,313.20
	18238	Check	1 1409	GERRELL'S SPORT CENTER	07/27/2026	713130	132.00
	18239	Check	1 1426	GRAINGER, INC.	07/27/2026	713131	178.90
	18240	Check	1 1487	HILLYARD / HUTCHINSON	07/27/2026	713132	21,222.35
	18266	Check	1 3736	HMH EDUCATION COMPANY	07/27/2026	713134	3,570.00
	18261	Check	1 2409	PIZZA HUT	07/27/2026	713135	409.58
	18241	Check	1 1551	INDEPENDENT EMERGENCY SER	07/27/2026	713136	53.85
	18242	Check	1 1638	L&M FLEET SUPPLY, INC.	07/27/2026	713137	89.16
	18243	Check	1 1648	LAKER LOCKER	07/27/2026	713138	39.00
	18244	Check	1 1658	LAKEHORE LEARNING MATERI	07/27/2026	713139	1,070.57
	18231	Check	1 1168	MAC'S -DETROIT LAKES	07/27/2026	713140	106.49
	18245	Check	1 1715	MASSP	07/27/2026	713141	890.00
	18247	Check	1 1736	MENARDS - DETROIT LAKES	07/27/2026	713142	507.94
	18265	Check	1 3704	MISSION FILTRATION	07/27/2026	713143	1,641.37
	18249	Check	1 1833	NASCO INC / SCHOOL SPECIALT	07/27/2026	713144	599.84
	18251	Check	1 1917	PEARSON INC	07/27/2026	713145	20,736.00
	18268	Check	1 3966	NORTHWEST IRON FIREMAN, IN	07/27/2026	713146	5,269.00
	18250	Check	1 1907	PAN-O-GOLD BAKING CO.	07/27/2026	713147	231.64
	18252	Check	1 1954	PREMIUM WATERS, INC.	07/27/2026	713148	35.79
	18248	Check	1 1832	PYE-BARKER FIRE & SAFETY, LL	07/27/2026	713149	3,324.15
	18254	Check	1 1981	REALLY GOOD STUFF	07/27/2026	713151	194.11
	18260	Check	1 2306	REGION 1	07/27/2026	713152	9,315.38
	18255	Check	1 2025	SAFETYFIRST PLAYGROUND MA	07/27/2026	713153	38,724.33
	18256	Check	1 2053	SCHOOL MATE	07/27/2026	713154	600.00
	18257	Check	1 2056	SCHOOL SPECIALTY LLC	07/27/2026	713155	1,681.61
	18258	Check	1 2078	SHERWIN-WILLIAMS CO.	07/27/2026	713156	463.48
	18259	Check	1 2120	STAPLES	07/27/2026	713157	275.12
	18246	Check	1 1716	THE MASTER TEACHER	07/27/2026	713158	45.90
	18280	Check	2 2287	AFSCME COUNCIL 65	07/30/2026	713161	283.99
	18282	Check	2 2309	D. L. ATHLETIC FOUNDATION	07/30/2026	713162	50.00
	18283	Check	2 2310	D.L. PUBLIC EDUC FOUNDATION	07/30/2026	713163	5.00
	18284	Check	2 2363	MN SCHOOL EMPLOYEES ASSO	07/30/2026	713164	26.66
	18281	Check	2 2292	UNITED WAY OF BECKER COUN	07/30/2026	713165	8.00
	18285	Check	2 2288	MADISON NATIONAL LIFE INSUR	07/31/2026	713166	4,504.72

Bank

Total 289,212.95

Total \$289,212.95

ISD #22 - Detriot Lakes
SHR Outstanding Payments

7/31/2026

Bank: MW
Acct#: 4139754

Co	Pmt Type	Code	Name	Pmt Date	Check No	Amount
0022	SHR-Payments	1416	Taelor Kuhn	11/15/2023	0002221	2.31
0022	SHR-Payments	1916	Katelynn A Ellingson	7/15/2024	0002612	6.08
0022	SHR-Payments	2250	Christopher J Cotten	9/15/2025	0003090	0.08
0022	SHR-Payments	2082	Terry J Haus	9/30/2025	0003113	55.13
0022	SHR-Payments	2082	Terry J Haus	6/30/2026	0003283	365.80
0022	SHR-Payments	2082	Terry J Haus	7/15/2026	0003286	265.21
0022	SHR-Payments	2082	Terry J Haus	7/30/2026	0003288	137.82
0022	SHR-Payments	1936	Maija R Kraus	7/30/2026	0003289	913.78
				Bank	MW	Total
						Total
						1,746.21
						1,746.21

Detroit Lakes Public Schools Receipts July 2026

Type	Amount	Fund
Activity - White Card Fees	2,640.00	01
Activity - DLHS Student Activities (Fundraising)	361.50	21
Community Education - School Readiness Tuition	40.00	04
Community Education - Laker Kids Tuition	29,775.00	04
Community Education - Tuition Classes	459.29	04
Community Education - Drivers Education Fees	5,136.35	04
Donation - Bell Bank Custom Card	95.00	01
Donation - DL Athletic Foundation	20,000.00	01
Food Service - Sales to Pupils	9.80	02
Food Service - Catering	12,933.90	02
Food Service Rebates	159.29	02
Grant - MN DNR (Field Trip Transportation)	1,200.00	01
Grant - Becker County Child Initiative (BCCI)	17,393.75	01
Grant - Detroit Lakes Community Foundation	4,896.00	01
Interest on Investments	26,002.18	01
Miscellaneous - ATM Proceeds	40.50	01
Miscellaneous - District Royalties	390.10	01
Miscellaneous - Insurance Premiums	4,674.53	01
Miscellaneous - Facility Rental	455.00	01
State of MN - ALC Recovery Grant	48,247.09	01
State of MN - FNS Reimbursements	714.73	02
State of MN - Federal Reimbursements	285,762.90	01
State of MN - General Education Aid	269,233.46	01
State of MN - Miscellaneous State Aids	47,027.24	01/04/07
State of MN - Youth Skills Training (YST) Grant	2,000.00	01
Total Receipts	779,647.61	

ISD #22 - Detroit Lakes
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$685,257.55
02	\$13,817.72
04	\$35,410.64
07	\$44,800.20
21	\$361.50
Report Total	\$779,647.61

ISD #22 - Detroit Lakes

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1537	0022	MW														
			6256	Credit	A	07/31/26	0022 R 01 002	Wire 1		Miscellaneous Customer					40.50	0.00
										ATM Royalties (June 2026)					\$40.50	\$0.00
														Receipt Total:		
			6257	Credit	A	07/31/26	0022 R 01 002	Wire 1		Miscellaneous Customer					2,640.00	0.00
										Bound Deposit (June 2026)					\$2,640.00	\$0.00
														Receipt Total:		
			6262	Credit	A	07/31/26	0022 R 04 002	Check 1		Miscellaneous Customer					300.00	0.00
										Comm Ed Deposit (7.9.26)					600.00	0.00
										Comm Ed Deposit (7.9.26)					\$900.00	\$0.00
														Receipt Total:		
			6265	Credit	A	07/31/26	0022 R 01 002	Check 1		Miscellaneous Customer					6.40	0.00
										Parchment Royalties (7.17.26)					80.00	0.00
										Refund-BPA Entry (7.17.26)					66.00	0.00
										FFA Awards (Climax)					90.50	0.00
										FFA Awards (U-H)					673.08	0.00
										White Earth (Drivers Ed)					\$915.98	\$0.00
														Receipt Total:		
			6266	Credit	A	07/31/26	0022 R 01 002	Check 1		Miscellaneous Customer					368.70	0.00
										Lakes Area Sheet & Metal					3,943.52	0.00
										Retiree Health					77.22	0.00
										Retiree Life (Rice)					515.16	0.00
										Dental Insurance					128.91	0.00
										Retiree Dental (Alder)					9.72	0.00
										Retiree Life Ins (Alder)					95.00	0.00
										Bell Bank - Custom Card					130.00	0.00
										DGF Boiler Registration					15.00	0.00
										Wage Garnishment (Gurstel)					\$5,283.23	\$0.00
														Receipt Total:		
			6267	Credit	A	07/31/26	0022 B 21 115	Check 1		CROOKSTON BOYS GOLF	1329	05/11/26	Invoice	125.00	125.00	0.00
															\$125.00	\$0.00
														Receipt Total:		
			6270	Credit	A	07/31/26	0022 R 01 003	Check 1		Miscellaneous Customer					4,896.00	0.00
										DL Comm Action (DLHS-Engi						

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Receipt Listing Report with Detail by DepositPage 2 of 4
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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1537	0022	MW														
	District Deposit (7.29-FY27)	6270	Credit	A	07/31/26	0022	R 01 002	000 000 302	096	Miscellaneous Customer DL Athl Found (Uniforms)					20,000.00	0.00
														Receipt Total:	\$24,896.00	\$0.00
	INV 1358-Facility Rental	6271	Credit	A	07/31/26	0022	B 01 115	000		LEGACY TOTAL MARTIAL	1358	06/08/26	Invoice	455.00	455.00	0.00
														Receipt Total:	\$455.00	\$0.00
	District Deposit (7.29-FY26)	6272	Credit	A	07/31/26	0022	R 02 002	000 808 707	099	Miscellaneous Customer FS Inv #7931 (Mahube)					12,709.15	0.00
						0022	R 02 002	770 810 707	099	FS Inv #7919 (Dollars4Schol)					224.75	0.00
						0022	R 02 002	000 000 701	099	FS Rebate (IPS)					147.49	0.00
						0022	R 02 002	000 000 701	099	FS Rebate (Omni)					11.80	0.00
						0022	R 01 002	000 000 000	370	BCCI Grant (FY26)					17,393.75	0.00
														Receipt Total:	\$30,456.94	\$0.00
	REVTRAK (JULY 2026)	6273	Credit	A	07/31/26	0022	R 02 002	000 000 701	601	REVTRAK					9.80	0.00
										REVTRAK (JULY 2026)				Receipt Total:	\$9.80	\$0.00
	ARUX DEPOSITS (JULY 2026)	6274	Credit	A	07/31/26	0022	R 04 002	000 000 321	040	Miscellaneous Customer Comm Ed Tuition					49.29	0.00
						0022	R 04 002	000 000 321	041	Drivers Education					4,163.27	0.00
						0022	R 04 002	570 000 321	040	Laker Kids-Tuition					1,055.00	0.00
						0022	R 04 002	570 019 321	040	Summer Laker Kids - Tuition					27,230.00	0.00
						0022	R 04 002	000 000 344	040	Sch Readiness Tuition					40.00	0.00
														Receipt Total:	\$32,537.56	\$0.00
	COMM ED Deposit (7.31.26)	6275	Credit	A	07/31/26	0022	R 04 002	570 019 321	040	Miscellaneous Customer COMM ED Deposit (7.31.26)					890.00	0.00
						0022	R 04 002	000 000 321	040	COMM ED Deposit (7.31.26)					280.00	0.00
														Receipt Total:	\$1,170.00	\$0.00
	MW Interest (July 2026)	6276	Credit	A	07/31/26	0022	R 01 002	000 000 000	092	MIDWEST BANK Interest Income					447.81	0.00
														Receipt Total:	\$447.81	\$0.00

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Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1537	0022	MW														
		YST Grant (Round 7)-FY26	6279	Credit	A	07/31/26		Check	1	Miscellaneous Customer						
						0022	R 01 003	371	000 000 370	YST Grant (Round 7)-FY26					2,000.00	0.00
															<u>\$2,000.00</u>	<u>\$0.00</u>
															<u>\$101,907.82</u>	<u>\$0.00</u>
															Receipt Total:	
															Deposit Total:	
1538	0022	MW														
		INV #1360-MN DNR (FY26)	6258	Credit	A	07/31/26		Wire	1	MINNESOTA DNR	1360	06/14/26	Invoice	1,200.00	1,200.00	0.00
						0022	B 01 115	000							<u>\$1,200.00</u>	<u>\$0.00</u>
															Receipt Total:	
		MEGS Reimbursement (FY26)	6259	Credit	A	07/31/26		Wire	1	MDE (MMB SWIFT PMTS)					138,752.25	0.00
						0022	R 01 002	000 000 401	400	MEGS Reimbursement (FY26)					9,657.76	0.00
						0022	R 01 002	000 000 420	400	MEGS Reimbursement (FY26)					14,855.14	0.00
						0022	R 01 002	000 000 433	400	MEGS Reimbursement (FY26)					<u>\$163,265.15</u>	<u>\$0.00</u>
															Receipt Total:	
		ALC Recovery Grant (FY26)	6260	Credit	A	07/31/26		Wire	1	MDE (MMB SWIFT PMTS)					48,247.09	0.00
						0022	R 01 042	000 000 367	300	ALC Recovery Grant (FY26)					<u>\$48,247.09</u>	<u>\$0.00</u>
															Receipt Total:	
		MEGS Reimbursement (FY26)	6261	Credit	A	07/31/26		Wire	1	MDE (MMB SWIFT PMTS)					577.95	0.00
						0022	R 01 002	000 000 425	400	MEGS Reimbursement (FY26)					<u>\$577.95</u>	<u>\$0.00</u>
															Receipt Total:	
		MEGS REIMB (FY26-FIN419)	6263	Credit	A	07/31/26		Wire	1	MDE (MMB SWIFT PMTS)					121,919.80	0.00
						0022	R 01 002	000 000 419	400	MEGS REIMB (FY26-FIN419)					<u>\$121,919.80</u>	<u>\$0.00</u>
															Receipt Total:	
		IDEASPPYS (7.15.26)	6264	Credit	A	07/31/26		Wire	1	MDE (MMB SWIFT PMTS)					14.74	0.00
						0022	R 01 002	000 000 343	300	IDEASPPYS (7.15.26)-FY26					1,066.76	0.00
						0022	R 01 002	000 000 720	300	IDEASPPYS (7.15.26)-FY26					1,136.10	0.00
						0022	R 01 002	000 000 313	300	IDEASPPYS (7.15.26)-FY26					<u>\$2,217.60</u>	<u>\$0.00</u>
															Receipt Total:	
		FNS Reimbursement (June 2026)	6268	Credit	A	07/31/26		Wire	1	TRANSFIRST/AFFINETY					193.52	0.00
						0022	R 02 002	000 000 701	472	FNS Reimbursement (June 2026)					33.88	0.00
						0022	R 02 002	000 000 701	471	FNS Reimbursement (June 2026)					6.93	0.00
						0022	R 02 002	000 000 701	471	FNS Reimbursement (June 2026)					215.18	0.00
						0022	R 02 002	000 000 705	476	FNS Reimbursement (June 2026)					128.80	0.00
						0022	R 02 002	000 000 705	300	FNS Reimbursement (June 2026)						0.00

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1538	0022	MW															
	FNS Reimbursement (June 2026)		6268	Credit	A	07/31/26		Wire	1		TRANSFIRST/AFFINETY						
						0022	R 02 002	000	000	701	300	FNS Reimbursement (June 20				136.42	0.00
																<u>\$714.73</u>	<u>\$0.00</u>
	IDEASPPYS (7.30.26 - FY27)		6269	Credit	A	07/31/26		Wire	1		MDE (MMB SWIFT PMTS)						
						0022	R 01 002	000	000	000	211	IDEASPPYS (7.30.26 - FY27)				269,233.46	0.00
						0022	R 07 002	000	000	000	234	IDEASPPYS (7.30.26 - FY27)				2,663.55	0.00
						0022	R 07 002	000	000	000	258	IDEASPPYS (7.30.26 - FY27)				40,675.86	0.00
						0022	R 01 002	000	000	000	229	IDEASPPYS (7.30.26 - FY27)				9.44	0.00
						0022	R 07 002	000	000	000	317	IDEASPPYS (7.30.26 - FY27)				1,460.79	0.00
																<u>\$314,043.10</u>	<u>\$0.00</u>
	MSDLAF Liquid (July 2026)		6280	Credit	A	07/31/26		Wire	1		MSDLAF						
						0022	R 01 002	000	000	000	092	MSDLAF Liquid (July 2026)				1,750.28	0.00
																<u>\$1,750.28</u>	<u>\$0.00</u>
	MSDLAF Max (July 2026)		6281	Credit	A	07/31/26		Wire	1		MSDLAF						
						0022	R 01 002	000	000	000	092	MSDLAF Max (July 2026)				21,329.25	0.00
																<u>\$21,329.25</u>	<u>\$0.00</u>
																<u>\$675,264.95</u>	<u>\$0.00</u>
	1539	0022	MW														
	Bremer MM Interest (July)		6278	Credit	A	07/31/26		Wire	1		BREMER BANK						
						0022	R 01 002	000	000	000	092	Bremer MM Interest (July)				8.83	0.00
																<u>\$8.83</u>	<u>\$0.00</u>
																<u>\$8.83</u>	<u>\$0.00</u>
	1540	0022	MW														
	MW ICS Interest (July 2026)		6277	Credit	A	07/31/26		Wire	1		MIDWEST BANK						
						0022	R 01 002	000	000	000	092	MW ICS Interest (July 2026)				2,466.01	0.00
																<u>\$2,466.01</u>	<u>\$0.00</u>
																<u>\$2,466.01</u>	<u>\$0.00</u>
																<u>\$779,647.61</u>	<u>\$0.00</u>

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Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MW	18180			Wire	2	2290	WEX HEALTH INC - HSA/FLEX		No	Yes	No	07/15/2026	2,765.33
MW	18181			Wire	2	2293	INTERNAL REVENUE SERVICE		No	Yes	No	07/15/2026	47,072.11
MW	18182			Wire	2	2294	MN DEPT OF REVENUE - PAYROLL TAXI		No	Yes	No	07/15/2026	7,693.78
MW	18183			Wire	2	2295	PUBLIC EMPLOYEES RETIREMENT ASSC		No	Yes	No	07/15/2026	18,274.94
MW	18184			Wire	2	2296	MN TEACHERS RETIREMENT ASSOC.		No	Yes	No	07/15/2026	17,150.30
MW	18185			Wire	2	2308	MINNESOTA STATE RETIREMENT SYS		No	Yes	No	07/15/2026	7,750.82
MW	18186			Wire	2	2312	AVIBEN		No	Yes	No	07/15/2026	10,919.78
MW	18191			Wire	1	1224	CORPORATE PAYMENT SYSTEMS		No	Yes	No	07/15/2026	18,329.20
MW	18192			Wire	1	3510	BREMER BANK CC		No	Yes	No	07/15/2026	103.12
MW	18193			Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/16/2026	1,404.20
MW	18194			Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/16/2026	232.13
MW	18195			Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/16/2026	23,923.33
MW	18196			Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/16/2026	337.06
MW	18197			Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/16/2026	9,820.60
MW	18198			Wire	1	1270	DETROIT LAKES DISPOSAL		No	Yes	No	07/16/2026	2,084.59
MW	18199			Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/16/2026	259.68
MW	18200			Wire	1	2226	UPPER LAKES FOODS, INC.		No	Yes	No	07/16/2026	662.43
MW	18201			Wire	1	2388	MN DEPT OF REVENUE - SALES TAX		No	Yes	No	07/16/2026	2.00
MW	18202			Wire	1	2393	REVTRAK		No	Yes	No	07/16/2026	29.95
MW	18203			Wire	1	2394	TRANSFIRST AFFINITY		No	Yes	No	07/16/2026	131.90
MW	18204			Wire	1	3507	ARUX SOFTWARE, INC		No	Yes	No	07/16/2026	799.00
MW	18206			Wire	1	1114	BIX PRODUCE		No	Yes	No	07/16/2026	3,622.61
MW	18207			Wire	1	1368	FIRST DAKOTA INDEMNITY COMPANY		No	Yes	No	07/16/2026	29,134.00
MW	18208			Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	07/16/2026	3,782.20
MW	18209			Wire	1	2226	UPPER LAKES FOODS, INC.		No	Yes	No	07/16/2026	5,908.39
MW	18210			Wire	2	3065	METLIFE		No	Yes	No	07/16/2026	7,508.82
MW	18272			Wire	2	2285	AMERICAN FAMILY LIFE ASSURANCE C		No	Yes	No	07/30/2026	423.68
MW	18273			Wire	2	2290	WEX HEALTH INC - HSA/FLEX		No	Yes	No	07/30/2026	2,765.33
MW	18274			Wire	2	2293	INTERNAL REVENUE SERVICE		No	Yes	No	07/30/2026	50,615.42
MW	18275			Wire	2	2294	MN DEPT OF REVENUE - PAYROLL TAXI		No	Yes	No	07/30/2026	8,727.19
MW	18276			Wire	2	2295	PUBLIC EMPLOYEES RETIREMENT ASSC		No	Yes	No	07/30/2026	18,700.66
MW	18277			Wire	2	2296	MN TEACHERS RETIREMENT ASSOC.		No	Yes	No	07/30/2026	16,763.11
MW	18278			Wire	2	2308	MINNESOTA STATE RETIREMENT SYS		No	Yes	No	07/30/2026	8,155.82
MW	18279			Wire	2	2312	AVIBEN		No	Yes	No	07/30/2026	10,942.42
MW	18286			Wire	1	1114	BIX PRODUCE		No	Yes	No	07/31/2026	3,901.58
MW	18287			Wire	1	1133	BOND TRUST SERVICES CORPORATIC		No	Yes	No	07/31/2026	760,815.63
MW	18288			Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	07/31/2026	2,664.15
MW	18289			Wire	1	1970	QUADIENT LEASING USA, INC.		No	Yes	No	07/31/2026	333.39

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Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MW		18290		Wire	1	2226	UPPER LAKES FOODS, INC.		No	Yes	No	07/31/2026	9,221.75
MW		18291		Wire	1	2389	MIDWEST BANK		No	Yes	No	07/31/2026	100.00
MW		18292		Wire	1	2389	MIDWEST BANK		No	Yes	No	07/31/2026	10.00
MW		18293		Wire	1	2389	MIDWEST BANK		No	Yes	No	07/31/2026	20.00
MW		18294		Wire	1	2489	WEX HEALTH INC		No	Yes	No	07/31/2026	7,654.10
MW		18295		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18296		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18297		Wire	1	3094	MIDCO COMMUNICATIONS		Yes	Yes	Yes	07/31/2026	0.00
MW		18298		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18299		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18300		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18301		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18302		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	60.00
MW		18303		Wire	2	3757	HEALTH PARTNERS, INC		No	Yes	No	07/31/2026	60.00
MW		18304		Wire	1	1068	ARVIG COMMUNICATION SYSTEMS		No	Yes	No	07/31/2026	329,439.73
MW		18305		Wire	1	1068	ARVIG COMMUNICATION SYSTEMS		No	Yes	No	07/31/2026	484.71
MW		18306		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/31/2026	123.95
MW		18307		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/31/2026	125.68
MW		18308		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/31/2026	1,290.75
MW		18309		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/31/2026	539.25
MW		18310		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/31/2026	509.00
MW		18311		Wire	1	1202	CITY OF DETROIT LAKES		No	Yes	No	07/31/2026	415.79
MW		18312		Wire	1	1211	LAKES COMMUNITY COOPERATIVE		No	Yes	No	07/31/2026	27,923.60
MW		18313		Wire	1	1216	CONSTELLATION NEW ENERGY GAS C		No	Yes	No	07/31/2026	3,520.64
MW		18314		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	1,601.85
MW		18315		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	53.87
MW		18316		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	53.65
MW		18317		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	1,067.00
MW		18318		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	216.79
MW		18319		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	971.10
MW		18320		Wire	1	1757	MINNESOTA ENERGY RESOURCES		No	Yes	No	07/31/2026	2,639.49
MW		18321		Wire	1	1922	PERFORMANCE FOODSERVICE		No	Yes	No	07/31/2026	1,780.65
MW		18322		Wire	1	1969	QUADIENT FINANCE (POSTAGE)		No	Yes	No	07/31/2026	1,000.00
MW		18323		Wire	1	2232	VERIZON WIRELESS		No	Yes	No	07/31/2026	120.16
MW		18324		Wire	1	2232	VERIZON WIRELESS		No	Yes	No	07/31/2026	414.32
MW		18325		Wire	1	2489	WEX HEALTH INC		No	Yes	No	07/31/2026	470.00
MW		18326		Wire	1	2390	AUTHORIZE.NET GATEWAY BILLING		No	Yes	No	07/31/2026	25.00
MW		18327		Wire	1	3094	MIDCO COMMUNICATIONS		No	Yes	No	07/31/2026	660.38
MW		18327		Wire	2	2293	INTERNAL REVENUE SERVICE		No	Yes	No	07/31/2026	2,005.08

ISD #22 - Detriot Lakes
Payment Reg by Bank and Check

				Pay/Void								
Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void
MW		18328		Wire	1	2942		SYSOO NORTH DAKOTA, INC		No	Yes	No
										Date		
										Amount		
										6,197.90		
										\$1,505,566.84		
										Bank Total:		
										\$1,505,566.84		
										Report Total:		
										\$1,505,566.84		

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Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$685,257.55
02	\$13,817.72
04	\$35,410.64
07	\$44,800.20
21	\$361.50
Report Total	\$779,647.61

ISD #22 - Detroit Lakes
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 7/1/2026-7/31/2026 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		18064	712979	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	Yes	No	07/13/2026	540.00
		18065	712980	Check	1	1056		APPLE COMPUTER, INC.	Yes	Yes	No	07/13/2026	5,029.50
		18066	712981	Check	1	1064		ARROW ELECTRIC SUPPLY COMPAN	Yes	Yes	No	07/13/2026	20.43
		18067	712982	Check	1	1067		ARVIG	Yes	Yes	No	07/13/2026	3,342.32
		18068	712983	Check	1	1072	REMIT	ASL INTERPRETING SERVICES, INC	Yes	Yes	No	07/13/2026	534.00
		18069	712984	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	Yes	No	07/13/2026	259.64
		18070	712985	Check	1	1101		BERGMANN, TUCKER	Yes	Yes	No	07/13/2026	3,912.50
		18142	712986	Check	1	3997		BRADCO RESOTRATION, INC.	Yes	Yes	No	07/13/2026	58,065.00
		18124	712987	Check	1	2501		BUBOLTZ, KAREN	Yes	Yes	No	07/13/2026	81.04
		18073	712988	Check	1	1192		CENTRAL MARKET	Yes	Yes	No	07/13/2026	307.00
		18119	712989	Check	1	2314	remit	CMTA	Yes	Yes	No	07/13/2026	1,797.00
		18130	712990	Check	1	3441		COLUMN SOFTWARE PBC	Yes	Yes	No	07/13/2026	134.10
		18137	712991	Check	1	3815		CURT'S LOCK & KEY SERVICE INC.	Yes	Yes	No	07/13/2026	1,095.66
		18071	712992	Check	1	1107		CWIKLAACE HARDWARE	Yes	Yes	No	07/13/2026	39.73
		18074	712993	Check	1	1244		DACOTAH PAPER COMPANY	Yes	Yes	No	07/13/2026	1,949.51
		18075	712994	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	Yes	No	07/13/2026	7,205.00
		18076	712995	Check	1	1299		DOW ACOUSTICS, INC.	Yes	Yes	No	07/13/2026	600.00
		18077	712996	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	Yes	No	07/13/2026	4,780.95
		18078	712997	Check	1	1345		FAGERLIE, TAMMY	Yes	No	No	07/13/2026	49.52
		18079	712998	Check	1	1373		FLAGSHIP RECREATION	Yes	Yes	No	07/13/2026	569.96
		18128	712999	Check	1	3104		FLIGHT DECK ATHLETICS INC	Yes	No	No	07/13/2026	595.00
		18131	713000	Check	1	3554		GAME ONE	Yes	Yes	No	07/13/2026	4,222.70
		18123	713001	Check	1	2475		GOODRICH, JACK	Yes	Yes	No	07/13/2026	90.25
		18141	713002	Check	1	3996		GRAHAM, TOM	Yes	Yes	No	07/13/2026	420.00
		18080	713003	Check	1	1426		GRAINGER, INC.	Yes	Yes	No	07/13/2026	120.30
		18127	713004	Check	1	3012		GRAND FORKS PUBLIC SCHOOLS	Yes	Yes	No	07/13/2026	572.75
		18081	713005	Check	1	1432		GREEN'S PLUMBING & MODERN HEA	Yes	Yes	No	07/13/2026	250.00
		18082	713006	Check	1	1444		HAATAJA CONTRACTING INC.	Yes	Yes	No	07/13/2026	7,489.68
		18083	713007	Check	1	1457		HAWKINS, INC.	Yes	Yes	No	07/13/2026	23.21
		18084	713008	Check	1	1481		HERZOG ROOFING, INC.	Yes	Yes	No	07/13/2026	3,815.00
		18085	713009	Check	1	1487		HILLYARD / HUTCHINSON	Yes	Yes	No	07/13/2026	385.16
		18136	713010	Check	1	3786	Remit	HIRSHFIELDS INC.	Yes	Yes	No	07/13/2026	600.18
		18121	713011	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	Yes	No	07/13/2026	192.08
		18086	713012	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	Yes	No	07/13/2026	12,899.00
		18087	713013	Check	1	1536		ISD #152	Yes	Yes	No	07/13/2026	504.27
		18088	713014	Check	1	1569		J.W. PEPPER & SON, INC.	Yes	Yes	No	07/13/2026	142.50
		18089	713015	Check	1	1608		JOSTENS	Yes	Yes	No	07/13/2026	18.55
		18120	713016	Check	1	2379		KRUEGER, MARGARET	Yes	Yes	No	07/13/2026	58.22
		18090	713017	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	Yes	No	07/13/2026	568.98

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Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
MW		18091	713018	Check	1	1648		LAKER LOCKER	Yes	Yes	No	07/13/2026	3,094.50
		18092	713019	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	Yes	No	07/13/2026	504.00
		18122	713020	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	Yes	No	07/13/2026	475.00
		18093	713021	Check	1	1673		LEIGHTON BROADCASTING	Yes	Yes	No	07/13/2026	449.00
		18072	713022	Check	1	1168	MACS	MAC'S HARDWARE	Yes	Yes	No	07/13/2026	244.86
		18094	713023	Check	1	1707		MARK'S ELECTRIC INC.	Yes	Yes	No	07/13/2026	607.83
		18125	713024	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	Yes	No	07/13/2026	548.00
		18095	713025	Check	1	1736		MENARDS - DETROIT LAKES	Yes	Yes	No	07/13/2026	19.26
		18096	713026	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONT	Yes	Yes	No	07/13/2026	2,406.88
		18097	713027	Check	1	1778		MN COMMUNITY EDUCATION ASSOC	Yes	Yes	No	07/13/2026	50.00
		18138	713028	Check	1	3652		MOEN, RACHEL	Yes	No	No	07/13/2026	262.53
		18098	713029	Check	1	1803		MOORE'S SEPTIC PUMPING	Yes	Yes	No	07/13/2026	1,040.00
		18102	713030	Check	1	1866		MUSCATELL GMC	Yes	Yes	No	07/13/2026	381.39
		18099	713031	Check	1	1841		NATIONAL RESTAURANT ASSOC. SO	Yes	Yes	No	07/13/2026	2,984.00
		18133	713032	Check	1	3667		NELSON, SANFORD	Yes	Yes	No	07/13/2026	81.20
		18100	713033	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	Yes	No	07/13/2026	107.54
		18139	713034	Check	1	3928		NEWVISION SECURITY, LLC	Yes	Yes	No	07/13/2026	534.50
		18140	713035	Check	1	3991		NICHOLAS, LYDIA	Yes	Yes	No	07/13/2026	265.00
		18101	713036	Check	1	1860		NOAH, BENJAMIN	Yes	Yes	No	07/13/2026	504.30
		18103	713037	Check	1	1890		OKESON, MARKUS	Yes	Yes	No	07/13/2026	7,225.00
		18104	713038	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	Yes	No	07/13/2026	337.50
		18105	713039	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	Yes	No	07/13/2026	439.38
		18106	713040	Check	1	1943		POPPLERS MUSIC STORE	Yes	Yes	No	07/13/2026	581.90
		18107	713041	Check	1	1951		PRECISION PRINTING	Yes	Yes	No	07/13/2026	490.00
		18108	713042	Check	1	1954		PREMIUM WATERS, INC.	Yes	Yes	No	07/13/2026	94.18
		18109	713043	Check	1	1980		RDO EQUIPMENT CO.	Yes	Yes	No	07/13/2026	1,242.09
		18110	713044	Check	1	1991		REGION 8A	Yes	Yes	No	07/13/2026	125.00
		18111	713045	Check	1	2014		ROTARY CLUB OF DETROIT LAKES N	Yes	No	No	07/13/2026	219.00
		18112	713046	Check	1	2042		SCHMITT DIRECTOR CENTER	Yes	Yes	No	07/13/2026	2,067.00
		18113	713047	Check	1	2049		SCHOLASTIC EQUIPMENT COMPANY	Yes	Yes	No	07/13/2026	9,603.00
		18114	713048	Check	1	2074		SEPTIC VAC	Yes	Yes	No	07/13/2026	150.00
		18129	713049	Check	1	3375		SPROUTMATION LLC	Yes	No	No	07/13/2026	587.10
		18115	713050	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	Yes	No	07/13/2026	19,145.00
		18116	713051	Check	1	2149		SWANSON'S REPAIR	Yes	Yes	No	07/13/2026	16.49
		18132	713052	Check	1	3570		SYN-healing	Yes	Yes	No	07/13/2026	10,000.00
		18117	713053	Check	1	2203		TROPHY HOUSE	Yes	Yes	No	07/13/2026	422.25
		18135	713054	Check	1	3733		TRUEDSON, AIMEE	Yes	Yes	No	07/13/2026	509.38
		18118	713055	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	Yes	No	07/13/2026	298.50
		18126	713056	Check	1	2599		WILL, SAMANTHA	Yes	Yes	No	07/13/2026	45.60

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MW		18134	713057	Check	1	3672		YLIENI, JULIE	Yes	Yes	No	07/13/2026	8.70
		18143	713058	Check	1	1019		ACTIVE INTERNET TECHNOLOGIES,	Yes	Yes	No	07/13/2026	9,733.00
		18174	713059	Check	1	3498	REMIT	ADVANCED PLANNING TECHNOLOGI	Yes	Yes	No	07/13/2026	2,640.00
		18175	713060	Check	1	3751		ARBTERSPTS LLC	Yes	Yes	No	07/13/2026	2,263.00
		18169	713061	Check	1	2317		AVIBEN LLC	Yes	Yes	No	07/13/2026	431.43
		18144	713062	Check	1	1133		BOND TRUST SERVICES CORPORAT	Yes	Yes	No	07/13/2026	950.00
		18145	713063	Check	1	1208	REMIT	COLE PAPERS	Yes	Yes	No	07/13/2026	881.74
		18176	713064	Check	1	3787		DCW - Data Center Warehouse	Yes	Yes	No	07/13/2026	13,640.00
		18146	713065	Check	1	1384		FOLTZ, CAROL	Yes	Yes	No	07/13/2026	48,000.00
		18147	713066	Check	1	1395		FRONTLINE TECHNOLOGIES GROUOF	Yes	Yes	No	07/13/2026	19,216.63
		18148	713067	Check	1	1409		GERRELL'S SPORT CENTER	Yes	Yes	No	07/13/2026	1,850.00
		18171	713068	Check	1	3112		GOLDEN PATH SOLUTIONS INC	Yes	Yes	No	07/13/2026	5,750.00
		18149	713069	Check	1	1432		GREEN'S PLUMBING & MODERN HEA	Yes	Yes	No	07/13/2026	34,397.50
		18177	713070	Check	1	3797	REMIT	INSTRUCTURE INC.	Yes	Yes	No	07/13/2026	4,111.80
		18172	713071	Check	1	3228		INTELLIGENT MARKING USA, INC	Yes	Yes	No	07/13/2026	16,000.00
		18150	713072	Check	1	1565		IS CORP	Yes	Yes	No	07/13/2026	12,810.00
		18151	713073	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	Yes	No	07/13/2026	6,500.00
		18152	713074	Check	1	1684	REMIT	LITERACY MINNESOTA	Yes	Yes	No	07/13/2026	3,681.35
		18153	713075	Check	1	1712		MASA	Yes	Yes	No	07/13/2026	2,299.00
		18158	713076	Check	1	1772	REMIT	MASBO	Yes	Yes	No	07/13/2026	119.00
		18157	713077	Check	1	1772	MASE	MASE	Yes	No	No	07/13/2026	665.00
		18154	713078	Check	1	1715		MASSP	Yes	No	No	07/13/2026	890.00
		18155	713079	Check	1	1753		MILLER YARD CARE AND CONSTRUC	Yes	Yes	No	07/13/2026	1,884.96
		18156	713080	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSO	Yes	Yes	No	07/13/2026	12,254.00
		18159	713081	Check	1	1780		MN ELEM. SCHOOL PRINCIPAL ASSO	Yes	Yes	No	07/13/2026	1,908.00
		18170	713082	Check	1	2813		MNIAAA	Yes	Yes	No	07/13/2026	260.00
		18160	713083	Check	1	1810	REMIT	MREA	Yes	Yes	No	07/13/2026	2,500.00
		18161	713084	Check	1	1835		NASSP	Yes	Yes	No	07/13/2026	480.00
		18162	713085	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	Yes	No	07/13/2026	350.00
		18168	713086	Check	1	2306		REGION 1	Yes	Yes	No	07/13/2026	8,430.23
		18163	713087	Check	1	2001		RIDDELL / ALL AMERICAN SPORTS	Yes	Yes	No	07/13/2026	4,319.00
		18178	713088	Check	1	3799	REMIT	SCHOOLSTATUS, LLC	Yes	Yes	No	07/13/2026	2,700.00
		18164	713089	Check	1	2089		SKYWARD	Yes	Yes	No	07/13/2026	20,654.00
		18165	713090	Check	1	2111		SPED FORMS LLC	Yes	Yes	No	07/13/2026	11,107.50
		18166	713091	Check	1	2126		STEIN'S INC.	Yes	Yes	No	07/13/2026	1,021.72
		18179	713092	Check	1	3891		SUBJECT TECHNOLOGIES, INC.	Yes	Yes	No	07/13/2026	155,775.00
		18167	713093	Check	1	2174		THE HARTFORD	Yes	Yes	No	07/13/2026	652.00
		18173	713094	Check	1	3491		VITAMINK12, LLC	Yes	Yes	No	07/13/2026	1,000.00
		18187	713095	Check	2	2287		AFSCME COUNCIL 65	Yes	No	No	07/15/2026	253.54

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MW		18189	713096	Check	2	2309		D. L. ATHLETIC FOUNDATION	Yes	No	No	07/15/2026	50.00
		18190	713097	Check	2	2310		D.L. PUBLIC EDUC FOUNDATION	Yes	No	No	07/15/2026	5.00
		18188	713098	Check	2	2292		UNITED WAY OF BECKER COUNTY	Yes	No	No	07/15/2026	8.00
		18205	713099	Check	1	2410		LAKEVIEW GREENHOUSES	Yes	Yes	No	07/16/2026	365.00
		18211	713100	Check	1	1067		ARVIG	Yes	No	No	07/27/2026	820.00
		18226	713101	Check	1	3705		BERGEN'S GREENHOUSES, INC.	Yes	Yes	No	07/27/2026	112.00
		18224	713102	Check	1	3155	REMIT	CM2 SUPPLY	Yes	No	No	07/27/2026	131.25
		18212	713103	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	Yes	No	07/27/2026	2,306.25
		18213	713104	Check	1	1459		HDQ LANDSCAPING & MORE, INC	Yes	No	No	07/27/2026	9,443.57
		18214	713105	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	07/27/2026	69.08
		18227	713106	Check	1	4000		INTEGRATED FOOD SERVICE	Yes	No	No	07/27/2026	1,460.00
		18215	713107	Check	1	1545		ISD #548	Yes	No	No	07/27/2026	4,715.79
		18216	713108	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	Yes	No	07/27/2026	9,432.77
		18223	713109	Check	1	2387		MINNESOTA HISTORICAL SOCIETY	Yes	No	No	07/27/2026	240.00
		18217	713110	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	07/27/2026	286.80
		18222	713111	Check	1	2353		MN DEPT OF EMPLOYMENT & ECON	Yes	No	No	07/27/2026	67,746.57
		18218	713112	Check	1	1868		NORTH COUNTRY BUSINESS PRODU	Yes	Yes	No	07/27/2026	397.99
		18219	713113	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	07/27/2026	2,825.00
		18225	713114	Check	1	3504		RAMSEY, CHRISTY	Yes	No	No	07/27/2026	351.64
		18220	713115	Check	1	1997		RETHWISCH, FRANCINE	Yes	No	No	07/27/2026	32.55
		18221	713116	Check	1	2014		ROTARY CLUB OF DETROIT LAKES N	Yes	No	No	07/27/2026	657.00
		18228	713117	Check	1	1056		APPLE COMPUTER, INC.	Yes	No	No	07/27/2026	8,724.00
		18264	713118	Check	1	3486		BREMER INSURANCE AGENCIES INC	Yes	No	No	07/27/2026	30,000.00
		18230	713119	Check	1	1143		BRENCO CORP.	Yes	No	No	07/27/2026	1,273.27
		18262	713120	Check	1	3405		CENTRAL LAKES CONFERENCE	Yes	No	No	07/27/2026	4,000.00
		18232	713121	Check	1	1192		CENTRAL MARKET	Yes	Yes	No	07/27/2026	111.03
		18233	713122	Check	1	1208	REMIT	COLE PAPERS	Yes	Yes	No	07/27/2026	3,380.29
		18269	713123	Check	1	3995		COMMITTEE FOR CHILDREN	Yes	No	No	07/27/2026	808.00
		18263	713124	Check	1	3449		CRYSTAL CLEAR WINDOW CLEANIN	Yes	No	No	07/27/2026	250.00
		18229	713125	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	07/27/2026	171.48
		18234	713126	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	07/27/2026	765.57
		18235	713127	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	07/27/2026	2,649.22
		18236	713128	Check	1	1378		FLR SANDERS, INC	Yes	No	No	07/27/2026	25,313.20
		18237	713129	Check	1	1400		G & R CONTROLS, INC.	Yes	Yes	No	07/27/2026	12,580.00
		18238	713130	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	07/27/2026	132.00
		18239	713131	Check	1	1426		GRAINGER, INC.	Yes	No	No	07/27/2026	178.90
		18240	713132	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	07/27/2026	21,222.35
		18267	713133	Check	1	3786	Remit	HIRSHFIELDS INC.	Yes	Yes	No	07/27/2026	87.04
		18266	713134	Check	1	3736		HMH EDUCATION COMPANY	Yes	No	No	07/27/2026	3,570.00

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MW		18261	713135	Check	1	2409	REMIT	HUT AMERICAN GROUP LLC	Yes	No	No		07/27/2026	409.58
		18241	713136	Check	1	1551		INDEPENDENT EMERGENCY SERVICE	Yes	No	No		07/27/2026	53.85
		18242	713137	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No		07/27/2026	89.16
		18243	713138	Check	1	1648		LAKER LOCKER	Yes	No	No		07/27/2026	39.00
		18244	713139	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No		07/27/2026	1,070.57
		18231	713140	Check	1	1168	MACS	MAC'S HARDWARE	Yes	No	No		07/27/2026	106.49
		18245	713141	Check	1	1715		MASSP	Yes	No	No		07/27/2026	890.00
		18247	713142	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No		07/27/2026	507.94
		18265	713143	Check	1	3704		MISSION FILTRATION	Yes	No	No		07/27/2026	1,641.37
		18249	713144	Check	1	1833	REMIT	NASCO INC / SCHOOL SPECIALTY, LL	Yes	No	No		07/27/2026	599.84
		18251	713145	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No		07/27/2026	20,736.00
		18268	713146	Check	1	3966		NORTHWEST IRON FIREMAN, INC.	Yes	No	No		07/27/2026	5,269.00
		18250	713147	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No		07/27/2026	231.64
		18252	713148	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No		07/27/2026	35.79
		18248	713149	Check	1	1832	REMIT	PYE-BARKER & SAFETY, LLC	Yes	No	No		07/27/2026	3,324.15
		18253	713150	Check	1	1980		RDO EQUIPMENT CO.	Yes	Yes	No		07/27/2026	129.93
		18254	713151	Check	1	1981		REALLY GOOD STUFF	Yes	No	No		07/27/2026	194.11
		18260	713152	Check	1	2306		REGION 1	Yes	No	No		07/27/2026	9,315.38
		18255	713153	Check	1	2025		SAFETYFIRST PLAYGROUND MAINTENANCE	Yes	No	No		07/27/2026	38,724.33
		18256	713154	Check	1	2053		SCHOOL MATE	Yes	No	No		07/27/2026	600.00
		18257	713155	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No		07/27/2026	1,681.61
		18258	713156	Check	1	2078		SHERWIN-WILLIAMS CO.	Yes	No	No		07/27/2026	463.48
		18259	713157	Check	1	2120		STAPLES	Yes	No	No		07/27/2026	275.12
		18246	713158	Check	1	1716	REMIT	THE MASTER TEACHER, INC	Yes	No	No		07/27/2026	45.90
		18270	713159	Check	1	3944		FAIRBANKS, DEONAKA	Yes	Yes	No		07/23/2026	600.00
		18271	713160	Check	1	4002		NUGGETS GIRLS BASKETBALL	Yes	Yes	No		07/23/2026	2,250.00
		18280	713161	Check	2	2287		AFSCME COUNCIL 65	Yes	No	No		07/30/2026	283.99
		18282	713162	Check	2	2309		D. L. ATHLETIC FOUNDATION	Yes	No	No		07/30/2026	50.00
		18283	713163	Check	2	2310		D.L. PUBLIC EDUC FOUNDATION	Yes	No	No		07/30/2026	5.00
		18284	713164	Check	2	2363		MN SCHOOL EMPLOYEES ASSOC.	Yes	No	No		07/30/2026	26.66
		18281	713165	Check	2	2292		UNITED WAY OF BECKER COUNTY	Yes	No	No		07/30/2026	8.00
		18285	713166	Check	2	2288		MADISON NATIONAL LIFE INSURANCE	Yes	No	No		07/31/2026	4,504.72
Bank Total: MW														\$914,662.17
Report Total:														\$914,662.17

PERSONNEL AGENDA

August 24, 2026

1) **Resignations:**

Tatiana Chase - Rossman ADSIS Education Assistant, effective August 21, 2026.
Brianna Ehnert - HS Special Education Paraprofessional, effective August 10, 2026.
Candi Goodrich - HS Special Education Paraprofessional effective August 31, 2026.
Teri Holehouse - Rossman Teacher, effective July 28, 2026.
Heather Pepeck - Rossman Paraprofessional, effective August 11, 2026.
Salone Scallon - Rossman Special Education Paraprofessional, effective August 18, 2026.
Sean St. Claire - MS Soccer Coach, effective August 19, 2026.
Jeff Tessman - HS Custodian, effective August 25, 2026.

2) **Retirements:**

Wendy Jacobson - HS Paraprofessional, effective August 17, 2026.

4) **Appointments:**

Sam Bergren - HS Assistant Boys Soccer Coach, at the rate of \$3,312.68/season, effective August 17, 2026
Courtney Chezik - Rossman Registered Behavior Technician, at the rate of \$24.80/hr, working 37.5 hours per week, effective August 25, 2026.
Michelle DePauw - Laker Transitions Project LIFE Skills Trainer, at the rate of \$18.38/hr, working 29.75 hours per week, Effective August 25, 2026.
Shaunita Flath - Rossman Special Education Paraprofessional, at the rate of \$17.52/hr, working 37.5 hours per week, effective August 25, 2026. ***Pending HQ Status**
Emily Kain - Rossman Special Education Paraprofessional, at the rate of \$17.88/hr, working 37.5 hours per week, effective August 25, 2026. ***Pending HQ Status**
Kait Kellerhuis - High School Unified Club Advisor, at the rate of \$1,859.92 for the 2026-27 school year.
Heath Lambert - Roosevelt Special Education Paraprofessional, at the rate of \$17.52/hr, working 37.5 hours per week, effective August 25, 2026.
Beth Larson - MS Girls Basketball Coach, at the rate of \$2,463.70/season, effective October 26, 2026
Greta Lindstrom - Middle School ESY Paraprofessional, at the rate of \$17.52/hr, working 18 hours per week, effective July 28, 2026.
Lisa Lindstrom - Middle School ESY Teacher, at the rate of \$30.00/hr, working up to 30 hours per week, effective July 28, 2026.
Annette Lundberg - HS Special Education Paraprofessional, at the rate of \$17.88/hr, working 37.5 hours per week, effective August 26, 2026. ***Pending HQ Status**
Brenna Majjala - Roosevelt Education Assistant, at the rate of \$18.38/hr, working 37.5 hours per week, effective August 25, 2026.
Kira McCawley - Roosevelt Educational Assistant, at the rate of \$17.52/hr, working 37.5 hours per week, effective August 26, 2026.
Andrea McIntosh - MS Special Education, at the rate of \$18.38/hr, working up to 37.5 hours per week, effective August 25, 2026. ***Pending HQ Status**
Mary Ann Nelmark - Roosevelt Educational Assistant, at the rate of \$17.52/hr, working 37.5 hours per week, effective August 26, 2026
Alissa Oneill - Rossman ECSE Paraprofessional, at the rate of \$17.88/hr, working 20

hours per week, effective August 25, 2026. ***Pending HQ Status**

Brent Pearson - Roosevelt Custodian, at the rate of \$19.16/hr +\$1/hr differential, working 29.75 hours per week, effective July 30, 2026.

Trey Peterson - HS Custodian, at the rate of \$21.42/hr +\$1/hr differential, working 40 hours per week, effective August 26, 2026.

Jordyn Rairdon - Rossman Special Education Paraprofessional, at the rate of \$17.52/hr, working 37.5 hours per week, effective August 25, 2026.

Dorothy Satrom - MS Long Term Substitute Reading 6/Title, rate of pay is per sub policy, effective August 25, 2026 through November 6, 2026.

Vern Schnathorst - High School 9th Grade Assistant Football Coach, at the rate of \$3,734.50/season, effective August 17, 2026.

Julie Smith - Roosevelt Educational Assistant, at the rate of \$17.52/hr, working 37.5 hours per week, effective August 26, 2026.

Kristina Smith - Rossman Special Education Paraprofessional, at the rate of \$17.88, working 37.5 hours per week, effective August 25, 2026.

Tori Thompson - HS Special Education Paraprofessional, at the rate of \$18.38/hr, working 37.5 hours per week, effective August 26, 2026.

5) Sixth Period Pay:

Lisa Eischens - A High School Teacher is requesting 6th period pay for the 2026-2027 School Year.

Shad Nunn - A High School Teacher is requesting 6th period pay for the 2026-2027 School Year.

6) Leave of Absence:

7) Terminations:

8) Amended Assignments:

Ruby Finch - is amending their assignment from 29.75 hours per week as Rossman ADSIS/Noon Duty to 37.5 hours per week as Rossman Special Education Paraprofessional, effective August 25, 2026.

Natasha Haverkamp - is amending their assignment from Rossman Paraprofessional to DLMS Paraprofessional, effective 2026-2027 school year.

Branson Lachowitzer - is amending their assignment from Production Assistant to Food Service Worker, effective August 16, 2026.

Kristina Steffl - ECSE Para Professional is amending their assignment from 29.75 hours per week to 37.5 hours per week, effective August 25, 2026.

ROSSMAN ELEMENTARY



**STUDENT/FAMILY HANDBOOK
2026-2027**

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2026-27 School Calendar

The 2026-27 calendar, set by the Board of Education, is posted on the district website. A hard copy of the calendar may be available upon request.

Detroit Lakes Public Schools Vision

Detroit Lakes Public Schools envisions a future where students are prepared to thrive beyond graduation.

Detroit Lakes Public Schools Mission

Detroit Lakes Public Schools ensures consistent expectations, opportunities, meaningful support, and strong relationships so that every student develops the skills, confidence, and connections needed to thrive beyond graduation.

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

Summer Dobratz
Belinda Freeman
Jennifer Jackson
Jessica Stockstrom

2nd Grade

Kristen Blom
Kristi Downey
Becky Itzen
Anna Schuld

3rd Grade

Andrea Judisch/April Sunram
Fletcher Nelson
Destany Okeson
Mark Whiting

4th Grade

Sydney Burhans
Paige Fettig
Danika Huerd
Ben Pedersen

5th Grade

Bri Bahr
Kelli Hanninen
Rian Heimark
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

Amber Hanson
Brianna Smart
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

Roberta Lotvola
Nicole Wallace

District Nurse

Jean Schwartz

Health Assistant

Jessie Olsen

Instructional Coach

Pam Daly
Rhonda Fode
Jill Perkins

Media Center Assistant

Elysia McDonald

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.

Testing/Assessments

Students participate in district and state assessments to determine progress within the grade-level standards and curriculum benchmarks. The district assessment calendar is published on the school website under Teaching and Learning.

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 engage 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.

E-Bikes/E-Scooters

In compliance with Minnesota age-requirement law for electric-assisted bikes and scooters, and in the effort to ensure safety, students are not permitted to have electric-assisted bicycles and scooters on campus.

Searches of Lockers, Desks, Personal Possessions and Person

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

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

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

Chemical Use/Abuse Policy

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

Statement of Philosophy

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

1. A positive relationship exists between successful school experiences and sound physical, mental, social, and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and provide an effective response system to conditions which threaten the atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. A K-12 educational program, including an awareness of chemical use and dependency as well as the provision of support services for early misuse may assist in preventing chemical dependency.
5. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.
6. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate service.
7. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school system.

Tobacco

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

Appropriate Dress

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

Hazing Policy

Hazing is an act committed against a person, or coercion of a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

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

Bullying Prohibition

POLICY 514: BULLYING PROHIBITION POLICY

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

I. **PURPOSE** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action.

REPORTING PROCEDURE

A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker as soon as possible but in no event longer than one school day. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

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

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

MALICIOUS and SADISTIC CONDUCT

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

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

Health, Security, Safety

Wellness Policy

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

Illness/Medications

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

MEDICATION ADMINISTRATION

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

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

OVERDOSE MEDICATION

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

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

Immunizations

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

Parent/Student Rights in Identification (Sec. 504)

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

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

(34 Code of Federal Regulations Part 104.3)

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

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

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

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

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

Emergencies/Illness/Injuries

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

Weapons

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

Safety Drills

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

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

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

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

Background Checks

Employment and services criminal history background checks -

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

Child Abuse/Neglect Policy

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

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

Sexual, Racial, and Religious Harassment and Violence Policy

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

Insurance

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

Suicide Prevention Information

National Suicide Prevention 24-Hour Lifeline: 988

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

Water Quality

The Detroit Lakes School District follows the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The Detroit Lakes School District completed lead in water testing of all potable water sources during the 2021-2022 school years. The Detroit Lakes School District followed Minnesota Department of Health's protocol in the reduction of any water sources found to be above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

Food Service

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 2026-27 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/Truancy Counselor	ahefta@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	218-847-9268 www.dlschools.net Staff Directory
Health Questions	Jessie Olsen - Health Assistant	218-847-9268, ext. 7111
Student Support Groups; Individual Counseling; Behavior Support; Parenting Questions	Kari Gloege – School Counselor	kgloege@detlakes.k12.mn.us 218-847-9268, ext. 7101
Transportation	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
2026-27**

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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

Detroit Lakes Public Schools Vision and Mission

Vision

Detroit Lakes Public Schools envisions a future where students are prepared to thrive beyond graduation.

Mission

Detroit Lakes Public Schools ensures consistent expectations, opportunities, meaningful support, and strong relationships so that every student develops the skills, confidence, and connections needed to thrive beyond graduation.

Roosevelt Elementary School Staff - 2026-27

Administrative Assistants: Connie Johnson and Nicolette Anderson

Principal: Trisha Mariotti

Vice Principal: Maggy Doll

Kindergarten

Diana Hedstrom
Kara Stenger
Nicolle Suihkonen
Rachel Guler

1st Grade

Rayna Jorgenson
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

5th Grade

Sam Bergren
Amanda Craig
Amy Porter
Abby Nagel

Counselor

Samantha Murphy

Native American Child Specialist

Michelle Tappe

Academic Interventionists

Jennifer Olson
Liisa Foster
Erin Sondrol
Deb Haverkamp
Meredith Gulseth
Kadance Ritchie

Special Education

Sherri Johnson
Monika Nelson
Natalie Neal
Kayla Thompson
Jillian Lundberg
Suki Peterson
Kristina Haugen
Cat Swanson

Speech / Language

Jill Schramel
Theresa Rogstad
Susan Jones

School Psychologists

Kim Lucas
Sara Jensen-Fritz

Early Childhood

Anna Wilson
Akyra Hagen
Ally Bennenhausen
Dannika George
Bella Wilson
Paige Beck
Maria Cortes de Montiel
Julie Smith
Kira McCawley
Mary Ann Nelmark
Izzy Blahut
Brianna Ellis

Early Childhood Special Education

Bailee Dorff
Margie Tonnesson
Amy Tollefson
Kiera Sannes
Heather Torgerson

Physical Education

Todd Dwyer
McKenzie Oistad

DAPE

Beth Leighton

Music

Noelle Gunderson
Bill Broderius

STE(A)M

Kellie Wolf

Art

Megan Klair

OT/ COTA

Lacey Thiel (OT)
Sophia Rezac (COTA)

ELL

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

Title VI Coordinator

Joe Carrier

District Nurse

Jean Schwartz

Health Assistant

Julie Hokanson

Instructional Coach

Pam Daly
Jill Perkins

Media Center (Library)

Sara Boeckel

Maintenance

Jason Collins
Joe Johnson
Chris Cotten

Food Service

Gwen Daly
Barb Wilson
Sandra Westrum
Jayme Lynnes

Educational Assistants: Kari Baer, Deb Baker, Arlene Bakker, Lorie Blomseth, Juli Clarey, Betty Disse, Ashley Francis, Melvina Grose, Mary Haynes, Lori Haspel, Brandi Davidson, Kristi Husby, Angie Johnson, Ruth Lage, Kari Lane, Ashley McDougall, Britt Moore, Tonia Nelson, Maja Rolland, Mason Sampson, Vicky Kohler, Val Soberg, Mary Sundby, Kelly Westrum, Jill Stroberg, Ruby Thibodeaux, Brian Nelson, Sue Woytassek and Heath Lambert

Hours

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

Address

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

2025-26 School Calendar

The 2026-27 calendar, set by the Board of Education, is posted on the district website. A hard copy of the calendar may be available upon request.

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, 2026, 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.

Testing/Assessments

Students participate in district and state assessments to determine progress within the grade-level standards and curriculum benchmarks. The district assessment calendar is published on the school website under Teaching and Learning.

Physical Education

All students K-5 have an organized physical education and music program. All children are expected to participate in music classes and in regular physical education classes unless they have a doctor's written request if not able to participate. STE(A)M and Art are offered for all students for one semester each.

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.

NOTE: We respectfully ask that if you arrive early to pick up your student at the end of the day, you park in the lower lot and NOT along the sidewalk by the building.

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 should not enter into 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 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.

E-Bikes/E-Scooters

In compliance with Minnesota age-requirement law for electric-assisted bikes and scooters, and in the effort to ensure safety, students are not permitted to have electric-assisted bicycles and scooters on campus.

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

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

Emergencies/Illness/Injuries

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

Weapons

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

Safety Drills

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

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

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

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

Background Checks

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

2026-27 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	Nicolette Anderson - Administrative Asst. to the Principal	nicoletteanderson@detlakes.k12.mn.us 218-847-1106
Homeless Support; Attendance Concerns	Allison Hefta - Homeless Liaison/Truancy Counselor	ahefta@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	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	Andrew Lesch - Community Education Director	alesch@detlakes.k12.mn.us
Roosevelt PTO	Tonia Nelson - President	tonelson@detlakes.k12.mn.us 218-847-1106
Latest News and Updates	Trisha Mariotti, Principal Maggie 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.

Opt Out Form for MCA Testing

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

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.

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 2026-2027 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: _____

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LEARNER GOALS

The goal of the Detroit Lakes Middle School is to improve the skill level of all students, particularly in the state assessed skill areas of reading, math and science.

- Reading/Math/Science– During the 2026-2027 school year, 100% of the students will demonstrate appropriate growth and achievement in reading, mathematics and science from 2025-2026 as measured by the Minnesota Comprehensive Assessments (MCA) and Star Assessment reports.

SCHOOL DAY AND SCHOOL HOURS

The school day will begin at 8:15 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 3:25 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 3:25 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 8:15 each day. The only bells that will be used will be at 8:10 a.m., 8:15 a.m., lunch bells, and 3:25 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 24

Trimester II ends.....February 26

Trimester III ends.....May 26

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 report October 2

Trimester II progress report January 15

Trimester III progress report April 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 19 from 4:00 – 7:00 p.m. and Thursday, October 22 from 4:00 – 8:00 p.m. The second conference dates will be Monday, March 8 from 4:00 – 7:00 p.m. and Thursday, March 11 from 4:00 – 7:00pm. These conferences will be a combination of scheduled and unscheduled conferences. Scheduling information will be sent out prior to the conference dates.

Parents and/or teachers can schedule a conference anytime during the year when the need arises. Don't hesitate to call a teacher if you feel there is a need for a conference.

MINNESOTA COMPREHENSIVE ASSESSMENT

All students in grades 6, 7, & 8 will take the Minnesota Comprehensive Assessments in reading, mathematics and science (8th grade only). These tests are traditionally administered from mid April to early May. Opting out information may be viewed at:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

APPROPRIATE ATTIRE/HYGIENE

While we have no formalized dress code at Detroit Lakes Middle School, we 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 8:15-3:25.
- 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:

<u>Boys & Girls</u>	<u>Boys' Sports</u>	<u>Girls' Sports</u>
Band	Football (F)	Volleyball (F)
Choir	Soccer (F)	Soccer (F)
Speech	Cross Country (F)	Cross Country (F)
Drama	Swimming (W)	Tennis (F)
	Basketball (W)	Swimming (F)
	Wrestling (W)	Basketball (W)
	Nordic Skiing (W)	Gymnastics (W)
	Track (S)	Nordic Skiing (W)
	Tennis (S)	Track (S)
	Golf (S)	Softball (S)
	Baseball (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 ms.dlschools.net/activities

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

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

Level II Behaviors

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/Disciplinary Referrals:

- Procedure
 1. Level II behaviors will be sent directly to the office for administrative intervention.
 2. When a level II behavior occurs, the teacher will send, (or escort if necessary) the student to the office with the Student Conduct Report. He/she will then call the office to let the office know the student being sent to the office.
 3. The administrator will complete the Student Conduct Report, notify parent/guardian and determine the consequence.
 4. The administrator will place the original copy on file and place the duplicate copy in the teacher's mailbox with any follow up information that needs to be completed.
- Possible consequences:

➤ Restorative Measures ➤ Detention ➤ Monetary Repayment ➤ Non-participation in School Activities	➤ In School Suspension (ISS) ➤ Out of School Suspension (OSS) ➤ Expulsion ➤ Exclusion
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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 8:15 a.m. to 3:25 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.

2026-2027 Middle School Events Calendar

<u>Date</u>	<u>Event</u>
Monday, August 17	New Teacher Inservice
Tuesday, August 18	New Teacher Inservice
Tuesday August 25 -	
Thursday August 27	Staff Development/Inservice Days
Wednesday, August 26	MS Open House 4:00-6:00
Tuesday, September 1	Opening Day of School
Friday, September 4 –	
Monday, September 7	Labor Day Holiday – No School
Wednesday, Sept. 9	Middle School Picture Day
Wednesday, Sept. 30	Early Dismissal 2:00
Friday, Oct. 2	Trimester I Progress Report
Thursday, Oct. 15	No School – EM Break
Friday, Oct. 16	No School – EM Break
Monday, Oct. 19	Parent/Teacher Conferences 4:00-7:00pm
Thursday, October 22	Parent/Teacher Conferences 4:00-8:00pm
Wednesday, October 28	Early Dismissal 2:00
Friday, Nov. 6	Inservice – No School
Tuesday, Nov. 24	Trimester I Ends
Wednesday, Nov. 25	No School - Thanksgiving
Thursday, Nov. 26	No School – Thanksgiving
Friday, Nov. 27	No School – Thanksgiving
Wednesday, Dec. 9	Early Dismissal 2:00
Wednesday, Dec. 23 –	
Friday Jan, 1	No School – Winter Break
Monday, Jan. 4	Classes Resume
Friday, Jan. 15	Trimester II Progress Report
Monday, Jan. 18	Inservice - No School
Wednesday, Feb. 3	Early Dismissal 2:00
Monday, February 15 –	
Tuesday, February 16	No School - Presidents Day
Friday, February 26	Trimester II ends
Wednesday, March 3	Early Dismissal 2:00
Monday, March 8	Parent/Teacher Conferences 4:00 – 7:00pm
Thursday, March 11	Parent/Teacher Conferences 4:00 – 8:00pm
Friday, March 26	No School – Spring Break
Monday, March 29	No School – Spring Break
Tuesday, March 30	No School – Spring Break
Friday, April 2	Trimester III Progress Report
Friday, April 23	No School/Makeup Day
Monday, April 26	No School/Makeup Day
Thursday, May 27	End Trimester III, Last Day of School
Friday, May 28	No School – Teacher Inservice/Checkout/Graduation 2:00
Monday, May 31	Memorial Day – DLMS Closed
Tuesday, June 1	DLMS Summer Hours Begi

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

Policies, Procedures, and Required Notices

2026-2027

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A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

Welcome to Detroit Lakes High School

Welcome to Detroit Lakes High School! We are proud to be a community where students are challenged, supported, and prepared to thrive beyond graduation.

Our Vision:

Detroit Lakes Public Schools envisions a future where students are prepared to thrive beyond graduation.

Our Mission:

Detroit Lakes Public Schools ensures consistent expectations, opportunities, meaningful support, and strong relationships so that every student develops the skills, confidence, and connections needed to thrive beyond graduation.

At DLHS, we are committed to creating a calm, positive, safe, and productive learning environment where every student feels connected and valued. Through strong relationships, high expectations, meaningful support, and engaging opportunities, we help students discover their strengths, pursue their goals, and prepare for their future.

As Lakers, we work together to build a school culture grounded in respect, responsibility, resilience, and belonging. Every student plays an important role in making our school a place where all learners can grow, contribute, and succeed.

DLHS MISSION



Vision

Detroit Lakes Public Schools envisions a future where students are prepared to thrive beyond graduation.

Mission

Detroit Lakes Public Schools ensures consistent expectations, opportunities, meaningful support, and strong relationships so that every student develops the skills, confidence, and connections needed to thrive beyond graduation.

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, wearable technology (watches/glasses) 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/videos may be taken of students/staff 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, lunch, and in a course where the teacher specifically instructs students to use them for academic purposes only.

Consequences for Inappropriate Use

→ First Violation

- ◆ The device will be confiscated by the teacher and brought to the office.
- ◆ The student can pick up their device at the end of the day.
- ◆ The teacher will communicate home about the issue.

→ Second Violation

- ◆ The device will be confiscated by the teacher and brought to the office.
- ◆ The student will meet with an administrator and call home.
- ◆ The device will be held in the office for 5 days during school hours.

→ Third Violation

- ◆ The device will be confiscated by the teacher and brought to the office.
- ◆ A parent meeting will be held to discuss solutions to the problem.
- ◆ The device will be held in the office for 10 days during school hours.

*At any time if a student refuses to give an adult their device when asked, they will be brought to ISS in the main office and a parent meeting will be required.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in different, more severe consequences.

Students receive information and reminders regarding expectations for cell phone and electronics usage throughout the year during advisory lessons.

DAILY SCHEDULE

DLHS, ALC, ELAKER 2026-2027 BELL SCHEDULE					
	7 Period <u>Long</u> (Monday/Tuesday/Thursday)			7 Period <u>Short</u> (Wednesday/Friday)	
AIT (Period 0)	There is no AIT on 7 Period Long Days			8:15 - 9:00	
Period 1	8:15 - 9:05 (50)			9:05 - 9:50 (45)	
Period 2	9:10 - 10:00 (50)			9:55 - 10:40 (45)	
Period 3	10:05 - 10:55 (50)			10:45 - 11:30 (45)	
Period 4 (Lunch - See below)	11:00 - 12:20 (50 + 30 = 80)			11:35 - 12:50 (45 + 30 = 75)	
Period 5	12:25 - 1:20 (55)			12:55 - 1:40 (45)	
Period 6	1:25 - 2:20 (55)			1:45 - 2:30 (45)	
Period 7	2:25 - 3:20 (55)			2:35 - 3:20 (45)	
LUNCHES					
Lunch A 11:00 - 11:30 (30)		Class A 11:30 - 12:20 (50)		Lunch A 11:35 - 12:05 (30)	
Class B 11:00 - 11:30 (30)	Lunch B 11:30 - 12:00 (30)	Class B 12:00 - 12:20 (20)		Class B 11:35 - 12:20 (30)	Lunch B 12:00 - 12:30 (30)
Class C 11:00 - 11:50 (50)		Lunch C 11:50 - 12:20 (30)		Class C 11:35 - 12:20 (45)	
Lunch C 12:20 - 12:50 (30)					

District Calendar 2026-2027



**DETROIT LAKES
LAKERS**

26-27 District Calendar

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KEY

 New Teacher Inservice	 Student Contact Days
 Teacher Inservice	 Teacher Inservice/Conferences
 Early Dismissal Day	 Teacher Contract Days
 Holidays Offices Closed	 Teacher Floating Day

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

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. Consult the Bell Schedule document for specifics.

ACADEMIC INTERVENTION TIME

Academic Intervention Time (AIT) is a period that is available for students two days each week (Wednesday & Friday). Students are assigned to AIT 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 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 may arrive at school before the first hour on Wednesday/Friday rather than coming at the regular 8:15 start time.
 - ◆ Students must have their student ID 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.

***If you are not caught up in courses or are struggling, this is the best 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 a class period as determined by administration. 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.

- **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!
- **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. Mr. Nate Anderson, 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			
Nate Anderson (ALC/Attendance/Behavior Support) nanderson@detlakes.k12.mn.us	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 an American Indian 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 American Indian 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 IDs at DLHS.

ATTENDANCE

DLHS ATTENDANCE PHILOSOPHY

“Every Student, Every Day”

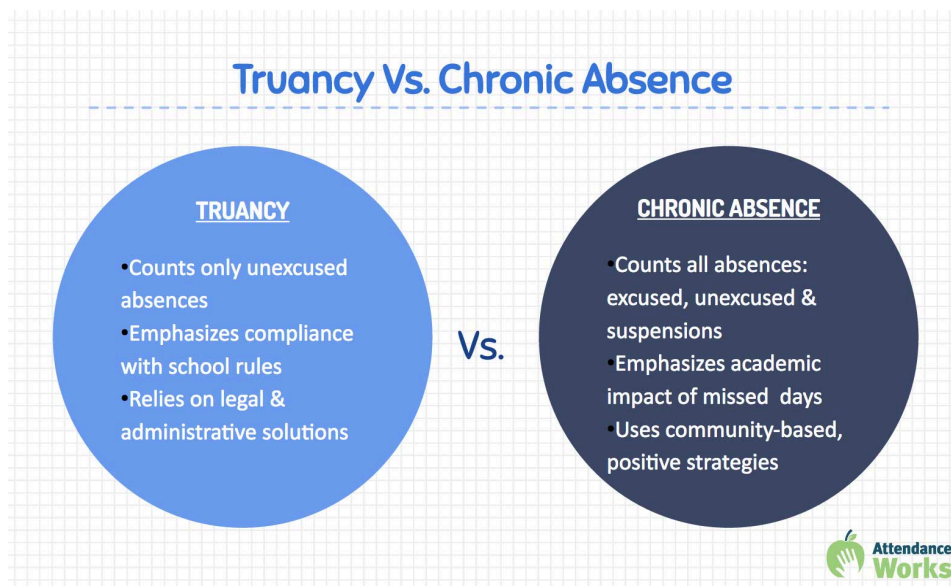
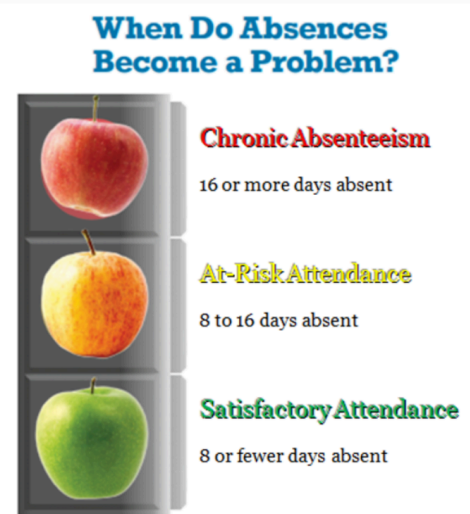
A student's academic success is directly related to regular, daily attendance. Students who attend school every day receive opportunities for important contact with their teachers, a safe and stable environment, and establish a record of responsibility and dependability for themselves.

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.

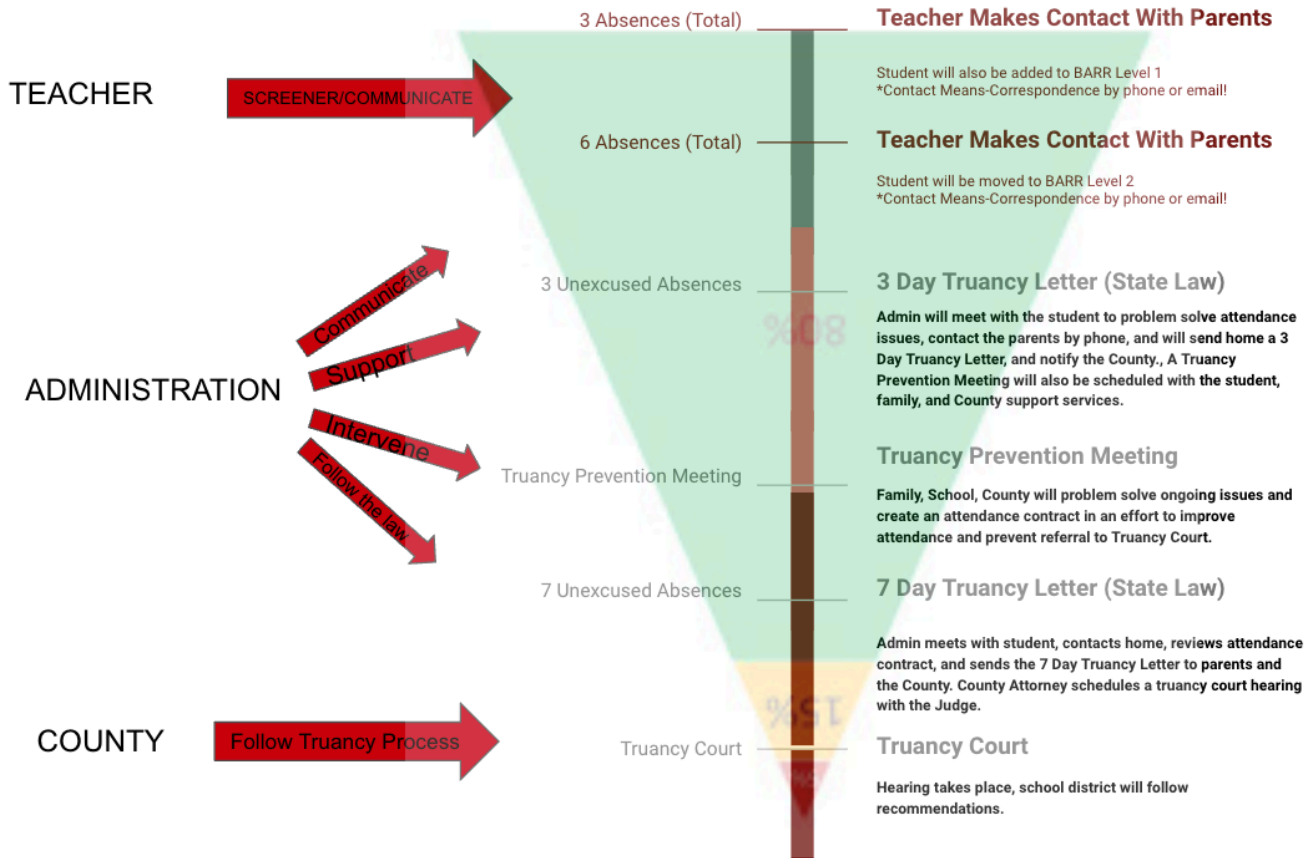
DLHS follows state law concerning the procedure for addressing student absences (MN Statute 260A.01 - 260A.07)

- 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

- **All Day Absence**
 - Parent/Guardian should report student absences using the Skyward Absence Notification App by 8:00 a.m. on the day of the absence.
- **Leaving Early**
 - Parent/Guardian can use the Skyward Absence Notification App if there is more than 2 hours before the absence.
 - If there is not 2 hours please call the HS Attendance Line: 218-847-4491
- **Arriving Late**
 - Student checks in at the Main Office
 - Main Office updates the student's attendance
- **Illness At School**
 - Students who are unwell at school need to leave through the DLHS Health Office. Parents/Guardians will be notified.
- **Out of the Building Passes**
 - Students will check out if they are leaving early with the supervisor at the front door or the main office.

***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.
- Medical Verification: 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.
 - 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.
- 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 checkout.

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) ◦ School supported extra/co-curricular activities ◦ 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.
- Court dates/appearances
- College visits approved by administration (2 days per year; must notify DLHS in writing before the absence)
- Transportation problems (1 per year)
- Family trips (up to five days per year; includes hunting; must notify DLHS in writing before the absence)
- Others as determined by administration

*The reasons for not being in school listed under the Non-Exempt categories of Excused and Unexcused are examples and not to be considered a complete list. Any reason given that does not fall under the Exempt category will be considered Non-Exempt at the discretion of administration.

PARTICIPATION IN ACTIVITIES

To ensure that activities are uniform and known to all students, the Board of Education of I.S.D. #22 has adopted the Minnesota State High School League (MSHSL) participation rules and regulations for all activities offered to Detroit Lakes students, regardless of whether they are league activities or school sponsored activities.

A student must attend at least one-half of the school day (4 consecutive periods) in order to be allowed to participate in or attend after-school activities that day. If a student misses all day because of an Exempt absence, they may be allowed to participate upon the determination of an administrator.

A student must be in good standing academically, behaviorally, and in attendance to participate in activities. In addition to meeting the MSHSL eligibility requirements for participation, the administration reserves the right to limit participation by students deemed not to be making adequate progress toward graduation. The administration also reserves the right to limit participation by students with excessive behavioral detention hours.

A student who has been determined to have been truant from school will be ineligible to participate in the next competition, regardless of the date and/or time of the contest.

Instances of excessive absence from school and chronic tardiness will be handled on a case-by-case by school administration and consequences will be determined based on the merit of each case.

It is vital that students and parents communicate absences immediately to the school to ensure accurate attendance and avoid Loss of Privileges.

If there are any circumstances or issues interfering with your ability to attend class, visit with your counselor.

Our 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.

LOSS OF CREDIT FOR ATTENDANCE REASONS

Our highest priority is getting students to attend classes so that they can stay on track, earn credits, and graduate. Courses at the High School cannot simply be “made up” after lengthy time periods of learning loss. Earning course credit requires consistent participation in daily instruction and interaction with classmates.

- 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 meeting with the AP and/or head principal will be scheduled.

PRIVILEGES - 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), behavior, and grades.

The requirements for having an open lunch:

- **Less than 3 tardies to class in a week**
 - ◆ Consequence: Lose open lunch for 1 week
- **Less than 3 days with an unexcused absence in a week**
 - ◆ Consequence: Lose open lunch for 1 week
- **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. *Students failing classes may lose their open lunch privileges.*
 - ◆ This standard is very similar to our activity/athletic participation standard.

Important Reminders About Open Lunch

- Open lunch is a privilege: 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 (3 or more) or Unexcused absences (3 or more) will result in loss of open lunch privileges for 1 week.
 - ◆ Students failing classes may lose their open lunch privileges.
- 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

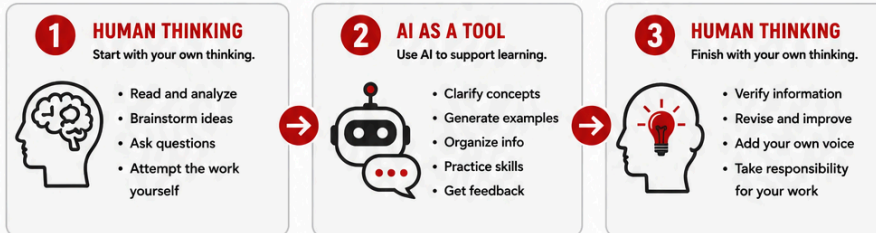
What is cheating? Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.



AI USE EXPECTATIONS FOR STUDENTS

Use AI to support learning, not replace learning.

HUMAN → AI → HUMAN



AI TRAFFIC LIGHT SYSTEM



? WHEN IN DOUBT, ASK YOUR TEACHER BEFORE USING AI.

DETROIT LAKES PUBLIC SCHOOLS | BELONG • ENGAGE • ACHIEVE • SUCCEED



WHAT DOES CHEATING LOOK LIKE?

- Sending answers, copies of assignments, or sharing Google Docs of assignments electronically with friends
- 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 Responsibility" 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 all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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 (CE) and Advanced Placement courses:

<u>Grade</u>	<u>Grade Pts</u>	<u>Description</u>
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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 academic 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 and Concurrent Enrollment (CE) and Post-Secondary Enrollment Options (PSEO) courses: Weighted at an additional 1.0 grade point. For example, an “A” in these courses earn 5 grade points compared to 4 grade points in a regular course.
 - 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.

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!

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*.



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***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 October 30th, 2026 for Semester Two classes and May 30th, 2027 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 courses).
 - You have too many classes (students may have a maximum of 7 classes each year/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.**

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: Second Friday of December
 - Semester 2 deadline: Last Friday of April
 - 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.

→ All students must be full time students.

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 word 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.

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	

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 academic 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:

- All course, credit and academic standard requirements must be met.
- 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.
- 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:

- You cannot accept your diploma until spring graduation exercises.
- You must be properly enrolled and attending school regularly.
- You must be carrying a minimum of six credits in the spring semester.
- 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 all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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/guardians can access their students' grades via the Skyward Parent Portal. Mid-term progress reports will be communicated with students and parents/guardians in danger of or failing a course shortly after the mid-way point of each semester. Report cards will be posted shortly after the end of a semester in Skyward. The Main Office will communicate with students and families when grades have been finalized at the end of each semester. End of semester dates are included in the district calendar. Transcripts can be ordered at any time through Parchment. Please contact Student Services with any questions related to transcripts and our use of Parchment.

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 (Jessie Olsen)	Alpine Skiing-5A (Jen Smith)	Band Contest - 8AA (Tim Siewert)	Business Professionals of America (Braeden Hogie)
Boys Cross Country - 8AA (Bill Kvebak)	Boys Basketball - 8AAA (Brett Maass)	Boys Baseball - 8AAA (Mark Gulseth)	DeLakonian (Yearbook) (Amy Knopf)
Girls Cross Country - 8AA (Ryan Zurich)	Boys Hockey - 8A (Ben Noah)	Boys Golf - 8AAA (Vern Schnathorst)	FFA (Amanda Thorsvig)
Fall Musical (Blake Weitzel)	Boys Swimming - 5A (Mike Avant)	Boys Tennis - 8A (Zach Biggar)	Interact (Nathan Ochsner)
Football - 8AAAA (Reed Hefta)	Boys Wrestling - 8AA (Taylor Nein)	Boys Track - 8AA (Ryan Zurich)	Jazz Band - 8AA (Tim Siewert)
Girls Tennis - 8AA (Greg Unruh)	Cross Country Skiing - 8A (Dan Josephson)	Choir Contest - 8AA (Blake Weitzel)	Key Club (Heidi Evans)
Girls Soccer - 8AA (Tim Garcia)	Dance Team - 4AA (Britton Ramsey)	Girls Golf - 8AA (Henry Kellerhuis)	Laker Singers - 8AA (Blake Weitzel)
Girls Swimming - 8A (Sam Will)	Girls Basketball - 8AAA (Robb Flint)	Girls Softball - 8AAA (Aimee Truedson)	Knowledge Bowl (Jennifer Burnside)
Girls Volleyball - 8AAA (Rachel Solum)	Girls Gymnastics - 8A (Leesa Lindegaard & Steve Zamzo)	Girls Track - 8AA (Rachel Moen)	National Honor Society (Jennifer Burnside)
Cheerleading - 1A (Carli Manjorin)	Girls Hockey - 8A (Reilly Fawcett)	Prom Committee (Nathan Ochsner)	American Indian Student Council (Melanie Holmquist)
	One-Act Play (Nikki Caulfield)	Spring Play - 8AA (Nikki Caulfield)	Pep Band (Tim Siewert)
	QWERTY Robotics - 1A (Christin Mohr)	Trap Shooting - 1A (Cory Haverkamp)	Philanthropy and Youth (Sara Pender/Kalan Malchow)
	Speech - 8AA (Jennifer Burnside)		Student Council (Mary Haus)

USER FEE SCHEDULE FOR ACTIVITIES

Student Activity Fees	2026-2027
Middle School	\$85
High School	\$150
Knowledge Bowl	\$60
Business Professionals of America	\$85

Educational Benefit Eligible (Free/Reduced)	\$20
Family Maximum	\$535
Facility Fee (In addition to Student Activity Fee (White Card)	
Hockey	\$320
Gymnastics	\$150
Robotics	\$100

*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

Fee for Passes	2026-2027
Student - Single Event	\$5.00 (\$5.90)
Adult - Single Event	\$7.00 (\$7.90)
Fall Musical	\$15.00 (\$16.55)
Student Season Pass	\$15.00 (\$16.55)

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.

A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

Mid-Quarter Academic Eligibility Checks

To support student success and encourage academic progress throughout the school year, Detroit Lakes High School conducts mid-quarter grade checks for extracurricular and co-curricular eligibility on the following dates:

- Quarter 1 Progress Check: September 30, 2026
- Quarter 2 Progress Check: December 3, 2026

- Quarter 3 Progress Check: February 17, 2027
- Quarter 4 Progress Check: April 21, 2027

These progress checks provide an opportunity for students, families, and staff to monitor academic performance before the end of each quarter. Academic eligibility standards help ensure that participation in activities remains balanced with a student's primary responsibility of learning and academic achievement. Students who are experiencing academic difficulties are encouraged to seek support from teachers, counselors, and intervention opportunities available at DLHS.

BEHAVIOR & DISCIPLINE

STUDENT CONDUCT AND “LAKER” PRIDE

We expect our students to show LAKER PRIDE at DLHS. This stands for **L**eaders, having a good **A**ttitude, being **K**ind, striving for **E**xcellence, and being **R**esponsible.

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 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:

- 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;
- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- Willful violation of any school rules, regulations, policies or procedures, including the Code of Student
- 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:

- 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
- 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.
- 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

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:

- Creates a potential danger to students' health and safety
- Creates disorder/distraction in the learning environment
- Causes others to be intimidated by fear or violence
- Apparel promoting illegal activity by minors (For example, drugs or alcohol)
- Is offensive or discriminatory in nature (lewd, sexual in nature, or promotes chemical use)
- Communicates a message that is racist, sexist, or otherwise derogatory.
- 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, and others determined by administration.

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 legal consequences.

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:

- Name calling, jokes or rumors;
- Pulling on clothes;
- Graffiti;
- Notes or cartoons;
- Unwelcome touching of a person or clothing;
- 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 use 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 assigned to ISS will be marked Unexcused for the classes they are assigned to ISS unless they report to ISS (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 parent/guardian. The Health Assistant must speak to your parent/guardian 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 IDs

For safety, security, and accountability, students are expected to wear their Student ID 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 IDs 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

ANONYMOUS TIP LINE (ATL)

Need to report something concerning? The Anonymous Tip Line (ATL) allows students, families, and community members to confidentially share concerns related to student safety, bullying, threats, mental health, substance use, or other issues that may impact our school community. If you see something, say something. Reports can be submitted anonymously through the ATL link. [Anonymous Tip Line \(ATL\)](#)

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 violation. 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 Bus Safety instructions 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. See the ALC Guide portion of the DLHS Student Handbook for more 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

- 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.
- 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.
- 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 all School Board policies 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 all School Board policies 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 a project.

A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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 Commons. All food service inquiries and questions can be directed to Anne Skjold and the district's wellness policy.

A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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. 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. All freshmen are automatically 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. All 10th-12th grade students can elect to have a locker assigned to them for the school year. A student who wishes to have a locker can fill out the Google Form, QR Code, or see their counselor in Student Services. All students in physical education courses will have an athletic locker to store their personal belongings for the duration of their class.

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 and any item displayed within the locker should be in accordance with school policy.

A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

LUNCH ACCOUNTS

Money for your meal account can be deposited in the Main Office or by sending to Central Food Service 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 meal account.

Seniors with money left in their lunch account at the end of their senior year will leave the balance for their younger sibling or will be contacted by the food service department.

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 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 or online through your Skyward family portal.

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 and ITEM DELIVERIES

Because students have access to school email and personal communication devices, the Main Office generally does not relay non-emergency messages to students during the school day. Students will not be called out of class to receive messages except in emergency situations.

Parents/guardians may drop off items for students in the Main Office as needed. Students are responsible for stopping in the office between classes, during lunch, or after school to pick up items that have been delivered for them.

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:

- 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/videos should be taken of other students without consent at any time. Unsolicited pictures/videos 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.
- AI glasses and wearable devices are not allowed at DLHS because they compromise academic honesty, threaten privacy, and can create unsafe or unfair situations. Using these devices without permission will be handled as a violation of our electronic device policy and may carry academic and disciplinary consequences.

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 and warned that further violations will result in towing, or
 - towed at the owner/operator's expense. Damage that may be incurred as a result of towing shall be the sole responsibility of the owner/operator.

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)

PARKING - Receiving Parking Lot

Students may park in the Receiving Parking Lot (East side of the building) starting at 3:30 PM on school days. Students parked in the Receiving Parking Lot prior to 3:30 PM will be ticketed.

Buses for Activities: Students should leave their vehicles in the Student Parking Lot.

- Pick-up: Buses will continue to pick students up in the back lot by the weight room doors.
- Drop-off: Buses will now drop students off in the front student parking lot next to Lakeshirts Fieldhouse.

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 the deadline to notify the school and meet with counselors is October 30th, 2026 for Semester Two classes and May 30th, 2027 for the upcoming school year.

POSTERS

- Posters or signs shall not be placed in the building without permission from a building administrator. The main office will mark all approved posters.
- 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.
- Posters shall be neat in appearance and appropriate in subject matter, grammar, spelling, etc.
- 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.
- 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. 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 all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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 - SRO

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.

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:

- Career Exploration
- Application of Knowledge and Skills
- 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:

- 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
- has a record of such an impairment; or

- 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:

- inspect and review his/her child's educational records;
- make copies of these records;
- receive a list of all individuals having access to those records;
- ask for an explanation of any item in the records;
- ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- 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.

STUDENT AND VISITOR IDENTIFICATION

To help maintain a safe and secure learning environment, all Detroit Lakes High School students are expected to wear their school-issued student ID during the school day. Student IDs should be visible and worn around the neck or otherwise displayed so they can be easily seen by staff. Student IDs help staff quickly identify students, support school safety efforts, and facilitate access to school services and activities.

All visitors to Detroit Lakes High School must check in through the Main Office upon arrival and wear a visitor badge while in the building. Visitor badges must remain visible at all times and be returned when signing out.

Students who lose or damage their ID should obtain a replacement through the Main Office. Replacement fees apply.

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 using the following guidelines:

- 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.
- 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 all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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:

- Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - pornographic, obscene or sexually explicit material or other visual depictions;
 - obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - materials that use language or images that are inappropriate in the education or professional setting, or disruptive to the educational process;
 - information or materials that could cause damage or danger of disruption to the educational process;
 - materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 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.
- Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
- 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.
- 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.
- 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.
 - 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."
- 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.
- 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.
- 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:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- 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
- 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

- 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.
- 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.

- 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.
- 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.
- 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 A DLHS STUDENT BRING A VISITOR/GUEST TO SCHOOL?

- All non-DLHS students are considered visitors during the school day. DLHS 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. Social Media will also be updated. School administration 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 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 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)** - <https://skyward.iscorp.com/DetroitLakesISDMNStuSTS/Session/Signin>
 - **Automated Attendance Line** - 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 in the classroom. In addition:
 - Students who have more than 2 tardies in one week will lose their Open Lunch privilege for one week.
- Students who are late to class 10 minutes or more will remain in class until the end of the period and will be recorded as unexcused in the student's attendance record (N-UX).

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?
 - 1st hour begins at 8:15 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, then go to class.

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. 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?

- Login to Skyward and update your contact information within the system.
- 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?

- Go to <https://www.dllakers.com/> to complete the online registration to participate in any Laker activity.
- Make sure you have an updated physical on file to participate in our sporting activities.
- Pay attention to the announcements for meeting dates.

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. It will be noted in Skyward. Not following proper 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 meet 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 administrative assistant for help finding a principal.

E-LAKER GUIDE



E-Laker Online High School

STUDENT & PARENT
HANDBOOK 2026 -2027

E-Laker Important Dates

Deadline to Enroll

- Students may choose to take a DLHS E-Laker Course within the first 15 days of the Semester.
 - Semester 1 - Final Day to request a change is **September 23, 2026**.
 - Semester 2 - Final Day to request a change is **February 5, 2027**.
- In accordance with *MN Stat. 124D.094 "ONLINE INSTRUCTION ACT". Subd.(3) "Students may apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun."*
- Refer to the DLHS student handbook for drop/ change deadlines to schedules. Changes requested after the deadline may result in a documented withdrawal or course being dropped/ failed.

Deadline to Complete DLHS Online Courses

- DLHS E-Laker Courses end a week before the end of the semester.
 - 1st Semester Online Courses must be completed by 4:00 pm on **Friday, Jan. 8, 2027**.
 - 2nd Semester Online Courses must be completed by 4:00 pm on **Friday, May 14, 2027**.
 - Due to the flexibility of online courses, snow days will not affect the E-Laker timeline.

School Pictures

- DLHS Picture Day is **Thursday, September 3**
 - E-Laker students should arrive before 9 AM for school pictures.
 - Forms are available at the DLHS Open House and the Main Office.

Enrollment and Eligibility

Full-time Online Students Scheduling Policy and Maximum Online Courses

Students wishing to enroll as a full-time student at E-Laker can begin the enrollment process using the online enrollment inquiry form on the district website. PLEASE NOTE: The time frame for the enrollment process may vary based on individual circumstances. Our staff requests and then processes school records and forms promptly upon receipt in order to get students started in their courses as quickly as possible.

- New full-time E-laker students are required to attend an intake meeting with the student & a parent/guardian.
- Full-time students are required to enroll in 5–6 courses per semester, based on their individual graduation plan.
 - 9th and 10th-grade students should take a minimum of 6 credits.
 - 11th and 12th-grade students should take a minimum of 5 credits.

Part-time Online Students Scheduling Policy and Maximum Online Courses

- DLHS students can enroll in DLHS E-Laker Courses up to 50% of their schedule (max of 3 classes), and their school schedule will be reduced accordingly.
- Part-time students who fall more than 5% behind in course progress will lose open lunch privileges until adequate progress is restored.
- Schedule changes will not be made to accommodate the period during which an online course occurs after the first five days of the semester. Students must plan their schedules accordingly.
- 9th- and 10th-grade students enrolled in an E-Laker course must report to the Media Center during their scheduled online class period. Students will work independently on their coursework, and daily attendance will be taken.
- Once a student demonstrates consistent and successful progress, information about the out-of-building permission process will be shared.
 - At that time, students may be permitted to leave campus during their online class period, provided parental permission is on file.
 - Parental permission does not allow students to be elsewhere in the building. Students must leave campus once permission is approved & schedule is changed.
 - If a student is found roaming the building or working in a location other than the Media Center without school staff permission, or they fall more than 5% behind in progress, they will be reassigned to the Media Center for their E-Laker period for the remainder of the semester.

Enrollment Guidelines & Eligibility

- Students choosing to enroll in an E-Laker course after the semester has begun will have 2 weeks from the date they are enrolled to get caught up to the course progress.
- E-Laker students must complete coursework requirements within the allotted E-Laker calendar time to earn the semester credit. With coordinator approval, a course with an incomplete may be awarded a specific deadline (Up to 1 week).
- Not every student who requests a DLHS E-Laker Course will be approved. Students must attend their in-person class until their request has been approved and their schedule has been changed.
- Students who did not demonstrate satisfactory academic progress during a semester through E-Laker are not eligible to enroll in E-Laker again until they've had a successful semester at the ALC or DLHS.
 - For the purposes of E-Laker, “not successful” is defined as:
 - Failing two or more E-Laker courses within a semester, and/or
 - Being more than 5% behind in course progress for a total of 30 or more days during the semester.
- E-Laker is not a credit recovery program. E-Laker provides coursework for the current semester only. It is not designed to recover credits from previously failed or incomplete courses.
 - If a student fails an E-Laker course, the available options to earn that credit are:
 - Retake the course during the next school year
 - Enroll in the course through the Alternative Learning Center (ALC)
 - Earn the credit through summer school

Attendance

Attendance Expectations for E-Laker Students

Even though you are taking courses online, your attendance will be monitored. Attendance is recorded each Monday based on your engagement and progress from the previous week. Make adequate progress toward completing each course, which is based on Subject Online Learning Platform course progress.

- a) In order for your attendance to be in good standing, you are expected to log in and work a minimum of 5 hours per course per week.
- A full-time E-Laker student taking 6 classes is expected to log in and work for 25–30 hours per week to meet attendance requirements and to complete their work on time.
- You can avoid having absences by making adequate weekly progress in your assigned coursework or by working ahead in your coursework.
- Students do not need to log in at a certain time, as the learning at E-Laker is asynchronous.
- E-Laker students should be within 5 percentage points of the course progress.
- Subject Online Learning Platform tracks time logged in as well as idle time, both of which are factored into attendance.
- Please note that under **MN. Stat. § 120A.22**, “a student who is absent from instruction for 15 consecutive school days must be considered unenrolled.” This includes not logging into your online courses.

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 work on their courses 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 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. Full-time E-Laker students should be spending 5 hours per day on coursework, which is approximately 25-30 hours per week.

- Please note that under **MN. Stat. § 120A.22**, “a student who is absent from instruction for 15 consecutive school days must be considered unenrolled.” This includes not logging into your online courses.
- 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 for students under the age of 17 until they qualify for the 15-Day Truancy Letter and will be built into their Attendance Contract.

Absence Reporting Procedures

- Please notify Cali Harrier, E-Laker Online coordinator (218-844-4085), or the DLHS Attendance Line

(218-847-4491 press 1) if you become ill for several days, if you are planning to be out of town for an extended period of time, or if there is a reason you are not logging in for an extended period of time.

- 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.
- 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 guardians are, in accordance with Minnesota Statute 120A.20, governed by the same set of rules and regulations that are applied to all other students.

Accountability

Online students must be independent, disciplined, and motivated. The E-Laker program offers flexibility, but with that comes the responsibility to stay actively involved, consistently move forward in your coursework, and be paired with accountability. Accountability will be measured by *progress in coursework*.

- Weekly progress MUST be achieved as measured by Subject courses' progress data. Lack of progress in the daily **course progress**. (*More than 5% behind*)
 - Week One: The teachers, coordinator, or counselor will begin monitoring student progress closely. The student is marked unexcused on days not logging in, and/or expected daily progress has not been made.
 - Week Two: The teacher will contact the student & guardian via email; the student will continue to be marked unexcused on days not logging in, and/or progress has not been made.
 - Week Three: Meeting or phone call with the coordinator to discuss dropping the course or the appropriateness of online programming and alternative options to support academic progress.

E-Laker Parent / Guardian

Parent/Guardians' Responsibilities

Parents/guardians play an important role in supporting student success in the E-Laker program. Responsibilities include:

- Ensuring the student maintains adequate weekly progress in all coursework.
- Providing access to the necessary tools and resources to support student learning.
- Notifying the school of any excused student absences in a timely manner.
- Working collaboratively with the school and the student to address attendance concerns and actively support successful course completion.
- Stay informed by reading the Weekly Wave emails from principal Jill Walter, which will keep you up to date with important school-wide information.

Parent/Guardians' 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 students' 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.

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.

Communication

Due to the nature of online education, communication is critical to the learning environment.

- Students are expected to check their school email daily for important updates, feedback, and reminders.
- Students are expected to respond to all staff communications within 24 hours, excluding weekends and holidays. Students may also be expected to attend live, online classes and support sessions with teachers and other support staff. Students should contact their teacher if they need help in a class.

Full-Time E-Laker Students on DLHS Campus

DLHS Campus

Full-time E-Laker students who are on the DLHS campus are expected to follow these guidelines:

- Check in the main office with the student ID.
- Student ID must be visible at all times during the visit.
- Schedule appointments with the coordinator and/or school staff before the meeting.
- Lunch is available during designated school lunch periods. Students must remain in the commons during their chosen lunch period.
- Follow the School Dress code and other DLHS school policies.

Academic Integrity (Cheating/Plagiarism)

Academic Integrity

Plagiarism means taking someone else's words or ideas and pretending they are your own. It's easy to find quick answers online using tools like Google or ChatGPT, but as an E-Laker student, you are responsible for doing your own work and using technology the right way. The goal is to learn, not to cheat. Having someone else do your work for you, or using the internet or AI tools to get answers, is not allowed.

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?

- 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!"*

Academic Dishonesty Consequences

Please note that teachers use technology tools to verify the originality of student work. Academic dishonesty, including cheating or plagiarism, is taken very seriously and may result in significant academic consequences. If a teacher determines that a student has submitted plagiarized or dishonest work, potential consequences include, but are not limited to:

- Resetting the assignment
- Receiving no credit or a zero
- Attending supervised work sessions
- Removal from the course with a failing grade

Students are expected to uphold the highest standards of honesty and integrity in all academic work.

What are the consequences?

All parties concerned—students, parents, and administrators—are to understand that the teacher’s professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

What are your responsibilities?

- Read, know, and sign the **E-Laker Online Learning Agreement** 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.
- Seek only appropriate help from parents, tutors, or other students.
- On papers, do not summarize, paraphrase, or quote without proper documentation.

Grading of Courses

Student Score Calculation

Student scores in Subject Online Learning Platform courses are calculated using the following methods to reflect progress, completed work, and missing assignments:

- **Attempted Score** includes scores for submitted and graded coursework.
- **Current Score** includes ZEROS for any coursework that is past due.
- **Projected Final Score** includes ZEROS for all missing work through the end of a student’s course.

When entering grades into Skyward, we will use the **Current Score** from Subject. The current score, which reflects the student’s overall grade in relation to the amount of time elapsed in the course, provides an accurate picture of progress toward completion.

E-Laker Online Uniform Grading Scale

All teachers at E-Laker Online 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%

<u>Grade</u>	<u>Description</u>
A	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	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	Average work or competence. Student performance demonstrates incomplete understanding of course materials, but still meets basic course expectations.
D	Below average or unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
F	Failure. Student performance is significantly below teacher expectations, and the quality of work is of very poor quality and/or completeness.

Progress Reports and Report Cards

Progress reports are available to students and parents through the Subject Online Learning Platform and teachers.

Graduation

Graduation Requirements

For students to earn a diploma from the Detroit Lakes Public Schools, the following general conditions must be met:

- The equivalent of 43 semester credits must be satisfactorily completed.
- All Minnesota Academic Standards requirements must be satisfactorily completed.

A complete copy of Policy 613 is available at any school, the district administration center, or the school website located at www.dlschools.net.

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
- Outstanding fines, fees, or missing items

All required coursework must be completed and turned in to the classroom teacher before 4:00 on the last day of school for students. Students and parents will be notified of their progress throughout the year by the Subject Online Learning Platform.

Honor Graduate Status

Honor Graduate status is based on the achievement of a 3.50 cumulative grade point average as of the end of the first semester of the senior year at the High School.

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) 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 the school administration, and consequences will be determined based on the merit of each case.

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 before 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



**STUDENT/PARENT GUIDE
ALC HANDBOOK
2026-2027**

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

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.**

INTERVENTION BASED EDUCATION

Intervention based education is an approach to education that identifies barriers and challenges that inhibit a learner's 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 RtI, 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.

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.

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 American Indian College and Career Facilitator mholmquist@detlakes.k12.mn.us	Ally Hefta McKinney Vento/District Truancy Coordinator ahefta@detlakes.k12.mn.us

SUICIDE PREVENTION RESOURCES

<u>Becker County & White Earth Crisis Line</u> 218-850-HELP or 877-380-3620 24/7	<u>988 Suicide & Crisis Hotline</u> Dial (988) either call or text to get connected to a counselor 24/7	<u>Crisis Text Line</u> Text "Home" to 741741 to reach a volunteer crisis counselor 24/7
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ACADEMICS

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

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:

- For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To be aware of and comply with federal, state and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- 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;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and

- 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:

- 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;

- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- Willful violation of any school rules, regulations, policies or procedures, including the Code of Student
- Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class

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:

- To ensure the health, safety, and well-being of students and staff,
- To further the school's mission by promoting a positive learning environment,
- To ensure that clothing/personal items do not distract others from achieving their academic goals,
- To discourage the endorsement of alcohol, tobacco, drugs, and disruptive behavior, and
- To respect the personal beliefs and religious rights and freedoms of students and staff.

Acceptable clothing will follow these general guidelines:

- Is suitable for the weather.
- Does not create a health or safety hazard.
- 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:

- Creates a potential danger to students' health and safety
- Creates disorder/distraction in the learning environment
- Causes others to be intimidated by fear or violence
- Apparel promoting illegal activity by minors (For example, drugs or alcohol)
- 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:

- Clothing must cover all undergarments at all times.
- Students must wear some type of footwear at all times.
- No sunglasses allowed.
- No immodest clothing allowed.
 - Students' tops must have straps of at least 2 inches in width (a person's middle three fingers are approximately 2 inches wide)
 - 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.
 - 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)
 - 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."
 - Students wearing clothing with large holes above the length requirement must provide coverage beneath so skin is not visible.
- Clothing shall not:
 - Damage school property.
 - Promote products or activities that are illegal for minors.
 - Evidence of gang membership or affiliation.
 - Bear a message that is lewd, vulgar, or obscene.
 - Contain objectionable symbols, signs, words, objects, or pictures.

- Communicate a message that is racist, sexist, or otherwise derogatory.
- 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.

GENERAL INFORMATION

MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES (PEDS)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, personal digital assistants, and wrist units. PED's are only permitted for use during the school day at lunch or by specific permission from the classroom teacher for an educational reason.

Please note the building specific policy as it related to ALL students and the special policy of the ALC:

- ***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).

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.

STUDENT PARKING AND VEHICLE USE

Students enrolled in the Alternative Learning Center (ALC) who drive to school are eligible to receive an ALC parking permit at no charge. This permit is available only to ALC students and is different from the standard DLHS student parking permit. During school hours, ALC students must park in the designated ALC parking area outside Door E26, which is clearly marked with signage. Students parked in the main student parking lot during school hours are required to have a standard DLHS parking permit and may be subject to ticketing if they do not have the appropriate permit. ALC students may use the front parking lot outside of school hours without consequence. Students are encouraged to follow all posted parking regulations and contact the ALC office with any questions regarding parking permits or designated parking areas.

Student parking on school property is a privilege and not a right. Students who drive to school must park only in designated student parking areas and follow all school parking regulations. Vehicles brought onto school property are subject to district policies regarding safety, inspections, and searches when reasonable suspicion exists. Students may lose parking privileges and be subject to school disciplinary action for violations of parking regulations, school policies, or applicable laws. Please refer to School Board Policy 527 for complete information regarding student vehicle use, parking, inspections, and searches.

A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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\(e\)](#)

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](#)

DLHS Student/Parent Handbook Updates



2026-2027

Summary

The DLHS/ALC/E-Laker Student Handbook has been reviewed and updated for the 2026-2027 school year. Revisions include minor grammatical edits, clarification of existing procedures and practices, and updates to reflect current school operations. In addition, several new sections have been added to address evolving student expectations, safety practices, and program-specific information. These changes were developed through a review process involving teaching staff, office staff, and administration to ensure the handbook remains accurate, clear, and aligned with district expectations.

The DLHS/ALC/E-Laker Student Handbook serves as the primary handbook for all students enrolled at Detroit Lakes High School and outlines the policies, procedures, expectations, and practices that apply across our school community. In addition to this comprehensive handbook, students participating in E-Laker Online courses or enrolled in the Alternative Learning Center (ALC) will receive program-specific guides that provide additional information regarding attendance, academic expectations, scheduling, support services, and other unique program requirements.

Specific Updates or Additions

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AI POLICY/GUIDELINES will be added here following board approvals

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Mid-Quarter Academic Eligibility Checks

To support student success and encourage academic progress throughout the school year, Detroit Lakes High School conducts mid-quarter grade checks for extracurricular and co-curricular eligibility on the following dates:

- Quarter 1 Progress Check: September 30, 2026
- Quarter 2 Progress Check: December 3, 2026
- Quarter 3 Progress Check: February 17, 2027
- Quarter 4 Progress Check: April 21, 2027

These progress checks provide an opportunity for students, families, and staff to monitor academic performance before the end of each quarter. Academic eligibility standards help ensure that participation in activities remains balanced with a student's primary responsibility of learning and academic achievement. Students who are experiencing academic difficulties are encouraged to seek support from teachers, counselors, and intervention opportunities available at DLHS.

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ANONYMOUS TIP LINE (ATL)

Need to report something concerning? The Anonymous Tip Line (ATL) allows students, families, and community members to confidentially share concerns related to student safety, bullying, threats, mental health, substance use, or other issues that may impact our school community. If you see something, say something. Reports can be submitted anonymously through the ATL link. [Anonymous Tip Line \(ATL\)](#)

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MESSAGES and ITEM DELIVERIES

Because students have access to school email and personal communication devices, the Main Office generally does not relay non-emergency messages to students during the school day. Students will not be called out of class to receive messages except in emergency situations.

Parents/guardians may drop off items for students in the Main Office as needed. Students are responsible for stopping in the office between classes, during lunch, or after school to pick up items that have been delivered for them.

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STUDENT AND VISITOR IDENTIFICATION

To help maintain a safe and secure learning environment, all Detroit Lakes High School students are expected to wear their school-issued student ID during the school day. Student IDs should be visible and worn around the neck or otherwise displayed so they can be easily seen by staff. Student IDs help staff quickly identify students, support school safety efforts, and facilitate access to school services and activities.

All visitors to Detroit Lakes High School must check in through the Main Office upon arrival and wear a visitor badge while in the building. Visitor badges must remain visible at all times and be returned when signing out.

Students who lose or damage their ID should obtain a replacement through the Main Office. Replacement fees apply.

Page 45 - Addition of E-Laker Guide

Page 52 - Addition of ALC Guide (based on the previous ALC Student Handbook)

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STUDENT PARKING

Students enrolled in the Alternative Learning Center (ALC) who drive to school are eligible to receive an ALC parking permit at no charge. This permit is available only to ALC students and is different from the standard DLHS student parking permit. During school hours, ALC students must park in the designated ALC parking area outside Door E26, which is clearly marked with signage. Students parked in the main student parking lot during school hours are required to have a standard DLHS parking permit and may be subject to ticketing if they do not have the appropriate permit. ALC students may use the front parking lot outside of school hours without consequence. Students are encouraged to follow all posted parking regulations and contact the ALC office with any questions regarding parking permits or designated parking areas.

Welcome to School Readiness!

We are excited and honored that you have chosen Detroit Lakes School Readiness for your child and family!

Arrival

For your child's safety, ensure staff know your child has arrived and they will escort your child into the building. **Children may not enter the building alone.** Arrival Time –7:45-8:00 am—**Rossman** Door W1 on the west side of the building. **Roosevelt** main entrance on the east side of the building. Late arrivals must go to the main office for admittance into the building.

Dismissal

Please wait for your child near the same area as you arrived and children will be brought to you. Children will not be permitted to leave with anyone other than parents, caregivers who enroll or bring them to class, or individuals listed on the emergency contacts or authorized for drop off and pick up and who present an I.D.. Please make sure this information is updated. You will need to let your child's teacher know who will be picking them up if it is someone other than the enrolling parent (s). Please provide the teacher with the name of the individual and inform that individual that they will need to furnish a picture I.D. before we will release the child to their care. Children may not enter the parking lot unaccompanied by an adult. If picking your child up from the playground, you must come to the playground to meet your child and notify a staff member you will be leaving with your child.

What to Bring

Your registration fee of \$30 is used for classroom school supplies. While there is no need to send general school supplies, your child will need the following items:

- Backpack or cloth bag large enough to easily fit a standard folder (Please label backpacks inside)
- Large zip lock baggie labeled with extra set of clothing (shirt, pants, underwear, socks in case of accidents) that can stay at school
- Wear appropriate closed toed running shoes for playing in the gym & on playground
- A dishwasher safe water bottle labeled with child's first name and last initial
- A small blanket or snuggly for rest time that can stay at school during the week (full day classes only).
- Send appropriate outdoor clothing as the weather changes (ie: warm coat, winter clothing: snow pants, boots, hats, mittens or extra sweatshirt for cool days) Label inside with your child's name. Put outdoor clothing in a reusable bag with handles to go back and forth. *Things don't necessarily fit in the backpack with shoes, folders and art work, and things can become a soggy mess especially when snow gear gets super wet or muddy.*

Toilet Learning

*If your child is still **toilet learning**, you will be asked to provide an ample supply of diapers or pullups

and wipes and continue to provide as supplies begin to run low. Please mark the container of wipes with your child's first name and last initial. We will also need a signed permission form to use the wipes or ointments and a plan for toilet learning.

Toileting and Restroom Use

*We will take scheduled restroom trips with the whole class. We will also take your child to the restroom as needed. If your child is still in the toilet learning process, you will be asked to set up a plan with your child's teacher or our parent educator to accomplish this goal.

*Boys: Please visit the men's restroom with your son and practice using the urinal if this is new.

Nap and rest (Full Day)

*Children enrolled in **Full Day** Programs will be encouraged to nap or rest quietly for at least 30 minutes on a daily basis. Soft, calming music may be played.

*Children will be provided the comfort of utilizing the same cot or mat each day, which is labeled with the individual child's name and placed in the same location during nap/rest time when possible. Cots and mats will be cleaned and sanitized daily and as needed.

*Parents are responsible for providing their child with a clean nap/rest time blanket that will be left at the center during the week. Centers will have extra blankets available for children who do not bring one from home. The blanket will be taken home at the end of the week to be washed and returned with the child at the beginning of the following week. Wet or soiled blankets will be taken home daily to be washed and returned the next day.

*Appropriate child/staff ratio will be maintained at all times.

*Children will be supervised at all times.

Transportation

***If your child uses an alternate form of transportation (bus, transit, taxi, etc.) it is your responsibility** to contact the company if your child is not riding.

*Children are expected to be **picked up within 5 minutes** of scheduled end of class and are only released to a responsible adult.

Snacks and/or Meals

*Please make sure any food allergies your child has are listed on the enrollment information form and health status form. You will be asked to complete a special diet statement.

1. Our goal is to help children be comfortable with trying new foods in a relaxed setting with staff and peers, learn about foods healthy for our bodies, and encourage development of nutritious habits.

2. Morning only classes will have breakfast at approximately 8:15 am. In the afternoon only classes will have snacks at approximately 2:30 pm. Full day classes will have breakfast at approximately 8:15 am,

lunch at approximately 11:15 am, and snack at approximately 2:30 pm

3. Water will be provided throughout the day and with snacks. 4. Meals and snacks are offered as part of the tuition and at no additional costs to families.

Menus

Menus are available on the district website.

Weather Related Closings and Announcements

WEATHER CLOSINGS: Will be announced on the radio, TV, and our Facebook page. If public schools are cancelled due to inclement weather, so is school readiness.

NOTE: If public school & busses are running late, the morning classes are cancelled. Full day classes will start late and still run on late start days.

Calendar/School Days

School Readiness follows the school calendar.

Attendance

Regular attendance and participation is an important part of our program. By participating you and your child will learn and grow together!

If your child will be absent for any reason, please contact their teacher to let them know the reason for being absent, by 8:45 am the day of. We understand that unexpected things come up, staff are here to support you, and help find resources to support attendance. June 2025

In the READING AND WRITING AREA, the child:

- can choose from variety of books to explore and read alone, with peers or with an adult
- develops fine motor control and practice making marks, lines and letter-like forms
- is exposed to a variety of print
- ***materials may include:*** books, magazines, pencils, crayons, nursery rhymes, pictures and words, and samples of alphabet letters
- We have also labeled numerous items in our rooms to help children understand that print has meaning.

Behavior Guidance

The approach to behavior guidance is to prevent misbehavior and teach children more appropriate actions. Positive relationships and the classroom environment are key factors.

Expulsions or exclusions due to on-going unsafe or harmful behavior may be used after non-exclusionary discipline actions outlined in subdivision 2 of 2023 MN statutes 121A. 45 have been exhausted. This includes collaborating with the child's family or guardian, child mental health consultant or provider, education specialists, or other community-based support; creating a written plan with the parent or guardian, that details the action and support needed for the child to fully participate in the current

educational program; OR providing a referral for needed support services.

Prohibited Actions

The following actions are prohibited by, or at the direction of, any staff:

1. Subjecting a child to corporal punishment is prohibited.. Corporal punishment includes, but it not limited to:

*Rough Handling *Shoving *Biting *Kicking *Pulling Hair *Ear Pulling *Hitting *Pinching *Shaking
*Slapping *Spanking

2. Subjecting a child to emotional abuse is prohibited. Emotional abuse includes, but is not limited to:

*Name calling *Ostracism *Frighten the child
*Shaming *Humiliate the child
*Using threatening language
*Making derogatory remarks about the child or the child's family

Child Illness

While attendance is important, if your child has any of the following, please do not send him/her to school. Also, if any of these is noticed at school, you will be asked to pick up your child promptly.

*Communicable disease (ex: influenza, chicken pox, pinkeye, hand foot mouth, etc.)
*Head Lice/Nits *Skin infection or rash
*Diarrhea *Earache *Sore Throat *Fever 100.4 or higher *Suspected Pinkeye *Persistent Cough
*Upset stomach *Vomiting *Thick Nasal Discharge *Severe headache *Swollen Glands

If there is any doubt about whether to send your child to school, it's probably best to keep him or her home. Children who have a fever, or diarrhea, should be kept home for 24 hours after they are free of symptoms WITHOUT reducing medications. Communicable diseases need to be treated for a minimum of 24 hours prior to returning. This not only benefits your child, but other children & staff as well. If medically necessary for your child to stay inside during outside time, a doctors written order must be provided by the doctor to the program. This is needed in advance to allow time for the program to ensure required adult to child ratios are met throughout the program. Please see dlschools.net > early childhood > Health Services for further information.

Privacy Rights

Child records are part of district school records. All records/data collected on each child is kept confidential. Releasing or obtaining information to or from any other agency is done only with prior written consent of parent/guardian.

Goal

Detroit Lakes ECFE/School Readiness program supports the mental, social, and emotional development of children. Services are responsive to each child and family's ethnic, cultural, and linguistic heritage. ECFE/School Readiness encourages the role of parents as their child's first and most important teachers.

Our programs build relationships with families that support positive parent child relationships, family well-being, & connections to peers and community.

Lesson Plans

Lesson Plans and routines are posted in your child's classroom and shared through technology.

Communication

Our preschool recognizes that parents are their child's most important teachers and educators.

We are committed to establishing and maintaining open, transparent, and collaborative communication with all families. This includes providing regular updates on your child's progress, activities, and development, as well as engaging families in the learning process to foster a strong partnership that benefits the child.

Conferences

- Fall conferences held in November
- Spring conferences held in April/May

Parent/Child Interaction Days and Events

*There are designated activities during the year for you to attend. Please watch for information from teachers and the ECFE/School Readiness Catalog.

Curriculum and Assessment

ECFE/School Readiness uses the "High Scope" curriculum. School Readiness aligns with the Minnesota Early Indicators of Child's Progress (ECIPS). It is researched based and child focused. Teachers carefully plan materials and activities that are developmentally appropriate, interesting, and challenging for the children. These activities promote child development in all areas. Child Observation Record is the tool used to assess children's learning from infancy to kindergarten. Teachers observe and take written notes (anecdotes) throughout the class day. Second step social and emotional curriculum and conscious discipline are used as a supplement to "High Scope".

The anecdotes (notes) are reviewed then entered into the COR system, and shared with parents during parent teacher conferences and home visits. You will review a Developmental Profile of your child's intellectual, physical, social, and emotional development; you will learn about your child's strengths and work with your child's teacher to set goals for opportunities in growth and development.

High Scope at Home

Many of the activities that High Scope teachers do in the classroom or center can also be done at home. For example, families can provide many different learning materials, often using everyday objects that cost little or nothing. Families can encourage their children to make plans, carry them out, and talk about what they have learned from the experience. By visiting and observing in their children's preschool, parents and teachers learn from one another and become partners in children's success.

High Scope Daily Routine

Greeting Time and Message Board

This is a time when children are welcomed into the classroom by the teacher. They will sing songs, share ideas and review messages for the day.

Large Group

This is a time when the whole group, adults and children, participate in an activity together. Games, music and dancing, and/or interactive stories may be planned during this time.

Small Group

This is a time planned by the teacher to allow the children to experience an activity that will build skills in their individual goal areas. Children will receive an individual set of materials and explore those materials in a variety of ways.

Plan-Do-Review

The largest part of the High Scope day, generally an hour, is devoted to the *planning time*, *work time*, and *recall time* process known as “Plan-Do-Review”. For planning time, the children will meet with their small group and teacher to make a plan for what they want to do during work time (what area to play in, what materials to use and who will be involved). Work time is when children carry out those plans and then clean-up. At recall time, they will meet with their same small group and teacher to discuss what they did and learned during work time.

Eating

Adults/children sit together in small groups, and enjoy relaxed conversation.

Outside/Large Motor

Outside time allows children the opportunity to enjoy physical, noisy and vigorous play. Children can run, jump, play, swing, ride trikes and play games. Sensory play, such as sand/water, dramatic play and creative experiences are provided. Large motor activities will be provided indoors in case of inclement weather.

ACTIVITIES HANDBOOK



***DETROIT LAKES
PUBLIC SCHOOLS***

Updated 7/14/26

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FORWARD

The purpose of this handbook is to provide the public with insights into the Detroit Lakes Public School athletic and non-athletic programs. We are proud of the variety of opportunities available to our students and applaud the continued public support of our students.

PHILOSOPHY OF ACTIVITIES IN THE DETROIT LAKES PUBLIC SCHOOLS

The philosophy of education based athletics is that in addition to the core academic subjects learned in the classroom, students experience additional educational opportunities through their participation in sports, fine arts and other extracurricular activities offered at DLHS. Beyond the specific skills of a sport or activity, these individuals have the opportunity to learn important principles that can guide them the rest of their lives. While the goals of our programs are competitive in nature the purpose of our programs is to develop young adults that will be successful in the game of life. Our staff will work to provide our participants opportunities to develop skills that will allow them to become successful community members, employees, employers, spouses, parents, etc.

Laker activities strive to develop young adults who are respectful, responsible, committed teammates. “CHAMPIONS IN LIFE”

FEDERAL AND SCHOOL DISTRICT POLICIES

POLICY 413 – HARASSMENT AND VIOLENCE *(The complete policy can be found at www.dlschools.net)*

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of school district policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of school district policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against

any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

POLICY 526 - HAZING PROHIBITION *(The complete policy can be found at www.dlschools.net)*

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The purpose of the district’s hazing policy is to maintain a safe learning environment for students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health or safety.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

****Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignment.**

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

DETROIT LAKES PUBLIC SCHOOLS STUDENT ELIGIBILITY

INTRODUCTION

The co-curricular programs in the Detroit Lakes Public Schools exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our young people.

Parents are encouraged to be positive and supportive in their relationships with advisors and coaches. It is the prerogative of the advisor/coach to manage the activity in such a manner that sound human relationships are encouraged and the regulations of the Minnesota State High School League are met. A team effort by parents, school officials, and the participants is needed.

Our co-curricular programs are voluntary and are a privilege to participate in rather than a right. Therefore, when a student and parent sign their names to eligibility forms, it means that they are voluntarily accepting the activities as part of the co-curricular endeavors while attending Detroit Lakes Public Schools.

The basic purpose of this code is to provide assurance that our students and their parents are informed of the standards of behavior, conduct and appearance that are appropriate for the young people who represent our schools and the community of Detroit Lakes in the various areas of co-curricular activities.

SCHOLASTIC ELIGIBILITY

Minnesota State High School League bylaws state that; in order to maintain eligibility a student must be fully enrolled and making satisfactory progress toward graduation. In addition, students must meet Detroit Lakes High School expectations for credits, grades and attendance as defined below.

Credits

At Detroit Lakes High School, a student must be enrolled in at least six credit-bearing courses (7 as freshman and sophomore) each term to be considered a full-time enrolled student and, therefore, eligible to participate in activities. A high school student is progressing satisfactorily toward graduation and is therefore eligible for MSHSL activities if the student has accumulated the credits according to the chart below, prior to the beginning of the designated semester.

Grade	Term	Semester Credits Class 2022 and beyond
9	Semester One	7
9	Semester Two	14
10	Semester One	21
10	Semester Two	28
11	Semester One	34
11	Semester Two	40
12	Semester One	46
12	Semester Two	50

A high school student who is two or more credits behind at the beginning of an activity season is immediately ineligible. However, a student who is two to five credits behind may be declared eligible under the following conditions:

1. All classes in the previous semester were successfully completed; and/or
2. A contract, verified by the student's counselor, must be in place to ensure that the student is making up deficient credits in order to get back on track.

Grades

Detroit Lakes High School students must be successfully passing at least six credit-bearing courses (7 as freshman) each semester. Students will be declared ineligible for participation under the following conditions regardless of their standing in relation to credits:

1. Progress Reports

At school-designated marking periods, if a student is failing more than one course, he/she will be declared ineligible until satisfactory progress is verified in the courses failed.

2. End of Semesters

If a student fails more than one course in the most recently completed semester, the student will be declared ineligible for a period of two weeks. Following the two-week ineligibility period, a review of the student's current grades will be conducted. If the student is passing all courses at that time, their eligibility will be immediately reinstated. If they are failing any course at that time, they will remain ineligible until such time that all deficiencies have been corrected and verified by the classroom teacher(s).

Online Students - Online students must be passing and not be behind in the completion rate for each course at the designated marking periods

Middle school students involved in activities, either at the high school or middle school, must be passing all classes at the end of each trimester grading period to maintain eligibility.

Attendance

In order to participate in an athletic practice or contest during a school day or during the evening of a school day, the student must have been in attendance for at least one-half of the school day (4 consecutive class periods). Exceptions to this policy will include absences in which prior permission to miss school has been approved by an administrator as well as absences due to a doctor's appointment (student must present documentation from the clinic or hospital), and/or emergencies if approved by a school principal or the activities director.

A student who has been determined to have been truant from school will be ineligible to participate in the next competition, regardless of the date and/or time of the contest.

Instances of excessive absence from school and chronic tardiness will be handled on a case-by-case basis by school administration and consequences will be determined based on the merits of each case.

Suspension or Expulsion

Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school.

Academic Integrity

A student who has been determined to have violated the academic integrity policy outlined in the DLHS Student Handbook may be levied consequences under the MSHSL Code of Responsibilities. Instances of academic integrity will be handled on a case-by-case basis by school administration and consequences will be determined based on the merits of each case.

MOOD ALTERING CHEMICALS ELIGIBILITY

Mood Altering Chemicals

*Reference MSHSL bylaw 205

Twelve months of the year; a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, Have in possession tobacco; (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia; (4) use or consume, have in their possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, expect under the direction and supervision of a medical doctor. Such

substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

1. The Bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

The school principal, assistant principal or activities director shall have the authority to suspend a student from participation in an activity if reasonable suspicion exists for any of the previous behaviors

Mere Presence

Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so. When a student recognizes this situation, he/she is expected to leave immediately.

An intention to leave is not a defense. Nor is being the "designated driver." Stay and risk loss of eligibility for extracurricular activities.

Consequences for Chemical Eligibility and Mere Presence Violations

The following chart details the consequences that will be applied in the majority of situations in which the school has reasonable suspicion that a MSHSL violation has occurred. Any student who declares and defends his/her innocence of an MSHSL violation will be declared ineligible during the term of the investigation and any subsequent hearing. A coach or advisor may, with the approval of the high school principal and the Activity Director, increase the length of suspensions beyond those listed in the chart below as a general team rule.

Consequences (MP or CE)	Length of Suspension
1 st Violation	2 weeks, 2 contests, or 14 calendar days, whichever is greater
2 nd Violation	3 weeks, 6 contests, or 21 calendar days, whichever is greater
3 rd Violation	4 weeks, 12 contests, or 28 calendar days, whichever is greater

MP = Mere Presence, CE = Chemical Eligibility

- * Note: Mere Presence and Chemical Eligibility violations are treated the same. For example, if a student is determined to have violated the MP standard one week and then the next week violates the CE standard at a different event, the student would not serve 2 weeks for a first Mere Presence violation and then a 2-week consequence for a first Chemical Eligibility violation. The CE consequence in this example would lead to the 2nd violation consequence.

General Guidelines for Consequences:

1. Consequences for violations are cumulative from the time a student signs their first eligibility statement for participation in activities.
2. Suspension periods will cover consecutive weeks whenever a violation occurs during the school year.
3. Violations occurring out of season or during the summer are enforced at the start of the next season of participation for the student during the following year.
4. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve

the penalty.

5. A student who is under penalty for a violation of a MSHSL bylaw may not join a second sport in the same season in order to fulfill a penalty.
6. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted; however, the student is eligible to participate in such events as determined by the school.
7. A student who participates in both athletics and fine arts (separate classifications in the MSHSL) shall serve the penalty prescribed for that violation in both activities in which the student participates.
8. Any student who has a violation that occurs during the season or prior to the awards presentation of that activity will not receive any recognition/awards for that activity.
9. Any participant who has a violation will not be eligible for a position of status (leadership role) for a period of twelve calendar months from the date of the violation.

Student Code of Responsibility:

As a student participating in my school's interscholastic activities, I understand and accept and understand the following responsibilities:

- 1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
- 2. I will be fully responsible for my own actions and the consequences of my actions.*
- 3. I will respect the property of others.*
- 4. I will respect and obey the rules of my school and the laws of my community, state and country*
- 5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.*

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets.

This is not an all-inclusive list of prohibited behaviors. The school reserves the right to discipline a student for violation of the student code of conduct which includes but is not limited to the above referenced behaviors.

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

INVESTIGATION PROCEDURES

MSHSL Bylaw 305-Master Eligibility List and Bylaw 306-Responsibility for Student Eligibility indicate that it is the responsibility of the school administrator to determine the eligibility of all students who participate in MSHSL-sponsored programs offered by their schools. When a student's eligibility is in jeopardy due to an alleged violation of the MSHSL bylaws and policies, the school will conduct an investigation. The investigation will begin on the day the school is first notified of the alleged violation and it shall conclude within 10 calendar days. At the conclusion of the investigation the school must make a determination of the eligibility status of the student. It shall be the responsibility of the member school to notify the student, parent or guardian in writing, of the

eligibility determination. The written notification must also include a copy of the Fair Hearing Procedure and the Acknowledgement of Rights.

FAIR HEARING PROCEDURES

1. A student, parent or guardian may contest a school's eligibility decision by requesting a hearing through the Fair Hearing Procedure. The parent, student or guardian's request must be personally delivered or postmarked within (10) school business days of the receipt of the written eligibility decision. Within (10) days of the receipt of the written request, the school must convene a hearing panel of three to five members. The findings of the hearing will be personally delivered or mailed to the student, parent or guardian as well as the MSHSL Executive Director within four days of the conclusion of the hearing. From the time the school receives the hearing request, the student becomes ineligible until the executive director makes his final decision, which will be made within (10) school business days of his receipt of the letter including the findings of the hearing.
2. These Fair Hearing Procedures apply to all eligibility situations where a student, parent or guardian contests the school's eligibility decision EXCEPT in the situations identified below.
 - a. The student admits to the violation.
 - b. The student neither admits to or denies the violation but accepts and serves the penalty.
 - c. The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.
 - d. The principal's decision regarding the school's eligibility requirements for the student, including student code of responsibilities.

MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY

The Detroit Lakes Public Schools is a voluntary member of the Minnesota State High School League. This association has developed guidelines and rules, with those listed here representing a summary of the regulations dealing with student eligibility. Most of the rules are found in the MSHSL Official Handbook, a copy of which is available in the high school office and available online at www.mshsl.org.

Your role in following the rules will ensure eligibility to participate in interscholastic activities. Not following the rules could lead to ineligibility and/or forfeiture of contests.

MSHSL General Eligibility

- **Age:**
A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester. A student who participates in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that season.
- **Attendance:** Students must be attending school and classes regularly. Students who have been dropped because of irregular attendance, extended absence, or suspension from school are not eligible to participate in League-sponsored activities.

- **Credit Requirements:** Students must be full time students according to the Minnesota Department of Education criteria. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in 7th grade.
- **Enrollment:**
 1. Only students who are fully enrolled in a school are eligible to be placed on that school's eligibility roster and participate in League programs offered by the school the student attends.
 2. Students enrolled in schools established for a special need serving one entire school district, may engage in activities in the secondary school which provides service in the attendance area of the student's residence if:
 - a. the district wide school does not provide the activity; and
 - b. the student meets all other eligibility requirements; and,
 - c. the district wide school's senior high school student enrollment is fewer than 200 students.
 3. **Home School Students:** Minnesota Statutes allow home-schooled students to be eligible to participate in League-sponsored activities for the public school in their resident school district attendance area.
 4. **Charter School Students:** Charter school students are not eligible to participate in League-sponsored activities for the public school in their resident district because they do not meet the Minnesota Department of Education requirements for being enrolled in the local public school. For Participation opportunities, the charter school would have to join the League and offer the program or enter into a cooperative agreement with another League member school.
- **Grade Level Eligibility:** Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

Definitions:

1. A **Continuation School** is one that is under the same administrative head and governing board.
2. A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school; and where no other opportunity for participation on a high school team exists; is eligible to participate for a public high school team provided the public high school and the non-continuation school have established a joint agreement for participation in League Activities. The participation agreement for each activity or athletic program can be formed with:
 - a. The public school in the public high school attendance area as determined by the district school board where the non-continuation school is geographically located. If the public high school declines the request for the participation agreement, the non-continuation school may form a participation agreement with any other public school; or any non-public high school.

Elementary students in grades K-6 are not eligible for any participation in League activities. In addition, in Detroit Lakes, students in grades K-6 are not eligible for participation in Detroit Lakes Middle School activities intended for 7th and 8th grade students.

- **Graduates of Secondary Schools:** Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED are

not eligible for participation in any League activity. A student who graduates while a member of a team with a season in progress may complete the season if three or fewer weeks of the regular season, exclusive of League tournament play, remain.

- Physical Examination: Students must have a record of a physical examination performed by a physician within the previous three years on file with the school prior to the student's participation. It is the recommendation of the League Sports Medicine Advisory Committee that the League Sports Qualifying Physical Examination (SQPE) form be used for the physical examination.
 1. Health questionnaire: Each year a League health questionnaire must be completed by the student, parent(s) or guardian(s) and kept on file in the school. The questionnaire could indicate the need for a physical examination prior to the student's participation.
 2. After major surgery or serious illness or injury, the attending physician must certify in writing the student's readiness to return to competition.
 3. SQPE Three Year Expiration: If the three-year anniversary date of the examination occurs during the school year the SQPE will remain valid through the conclusion of the school year or spring athletic season.
 4. Not required for participation in Fine Arts Activities.
- Scholastic Eligibility (Please refer to pages for 5 and 6 for specific Detroit Lakes requirements):
 1. Students must be making satisfactory progress towards the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
 2. Students in special classes must be making satisfactory progress toward the student's Individual Education Plan.
 3. Exceptions to Scholastic Eligibility:
 - If the school principal and personnel from an agency such as a residential treatment center, mental health clinic, county welfare department or family service agency diagnose the psychological needs of a student and jointly determine that effective treatment for the student includes the option of participation in League activities. The determination does not supersede any transfer or good standing eligibility suspensions
 - If a student is transferred from one school to another upon the recommendation of a professional social service agency and is agreed upon by the principals of the schools involved. The League must be informed of this exception in a joint statement signed by the school principal and the director of the agency involved. Such documentation must be sent to the League office 10 days before participation in a League-sponsored activity.
- Seasons of Participation:
 1. Students may not participate in more than one interscholastic season in a given sport in each school year or more than six seasons in any sport while enrolled in grades 7 to 12.
 2. Participation, no matter how limited, will count as one season of participation.
- Semesters Enrolled: Each student is eligible for participation in League-sponsored athletic activities for four consecutive school years beginning with their initial entrance into ninth grade. This school year limitation applies regardless of whether the student participates in athletic activities.
 - Students in grades 7 and 8 may participate in League sponsored athletics according to Bylaw 105.1.

- Participation begins once a 7th or 8th grader practices or competes in League sponsored athletics.
- Students are permitted one school year of participation in 7th grade and one school year of participation in 8th grade for League sponsored athletics.

This semester limitation does not apply to participation in fine arts or presenting partner activities.

Application for Additional Semester(s)

- A. A student who experiences a substantial disruption to the student's education that is beyond their control may apply for additional semester(s) of eligibility.
 - B. The application may be submitted by the student's parent(s)/guardian(s), the member school, or both.
 - a. The application may be submitted when a student has experienced a substantial disruption to their education that is outside of the student's control and it is apparent that the student will exhaust their semesters of eligibility before graduation.
 - C. Additional semesters will not be granted where the student's educational experience as a whole has not been substantially disrupted.
 - D. A student who has exhausted their semester eligibility is not allowed to participate in MSHSL athletic activities at any level in any capacity, including competition, practices, scrimmages, jamborees, etc.
 - E. This bylaw is in addition to, and is not intended to supersede, any other bylaw.
 - a. A student who is a Minnesota resident and who has participated in a CSIET approved foreign exchange program in another country during one of their four academic school years (grades 9-12) may appeal to the Board of Directors for additional semesters of eligibility.
- Transfer and Residence: The rules and procedures regarding transfer and residence are very lengthy and detailed. A copy of bylaw 111.00 is available in the office of Detroit Lakes High School or can be found in the MSHSL Official Handbook at www.mshsl.org.
 - Foreign Exchange Students: The rules and procedures for foreign exchange students are very lengthy and detailed. A copy bylaw 111.00 is available in the office of Detroit Lakes High School or can be found in the MSHSL Official Handbook at www.mshsl.org.

NCAA INITIAL ELIGIBILITY

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has outlined rules on eligibility, recruiting, and financial aid. The NCAA consists of three membership divisions: Divisions 1, 2, & 3. Institutions are members of one or another of divisions, based upon the size and scope of their athletic programs and whether they provide athletic scholarships or not.

If a student is planning to enroll in college as a freshman and wishes to participate in either Division 1 or 2 athletics, he/she must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA members in 1993. Their purpose is to provide consistent interpretations of the NCAA eligibility requirements for all prospective student athletes.

The Student Athlete's Responsibility While in High School

Complete the following forms:

1. Student release form
2. Complete SAT or ACT Exam
3. See school counselor for the Clearinghouse registration
4. Have a school transcript sent to the Clearinghouse

These actions should be taken by the end of the student's junior year to ensure adequate time for processing. For more information you can visit the NCAA Clearinghouse website at www.ncaaclearinghouse.net.

Dual Sport Participation in the Same Season - Detroit Lakes High School supports student participation in multiple activities whenever possible. Students wishing to participate in two MSHSL-sponsored sports during the same season must receive approval from the Activities Director and both head coaches prior to the start of the season. The expectation at Detroit Lakes High School is that coaches will work collaboratively to provide opportunities for student-athletes to participate in multiple activities whenever it is practical and in the student's best educational interest. Student-athletes are expected to communicate with both coaches, and fulfill the responsibilities of each team. The Activities Director will make the final decision regarding any conflicts or exceptions.

PARENT AND PARTICIPANT INFORMATION

SPORTSMANSHIP (information from "Sportsmanship: A Parents Guide" from the MSHSL)

The Role of the Parent

Much of the joy of being a high school sports parent comes from watching your children compete in athletic events. There are very few kids who are not bolstered by looking into the stands and seeing their parents cheering for them. As part of their responsibilities, parents should be involved in their child's educational process, this includes being actively involved in after school activities. Fortunately, the majority of parents behave appropriately at school sporting events. But those who misbehave can spoil it for all the rest. It takes only a few out-of-control parents to ruin what should be a pleasant atmosphere into one that is stressful for everyone. In addition to some of the obviously inappropriate actions, such as profanity, use of chemicals, throwing of objects and the like, the following rules of thumb for personal behavior should be followed.

- Express interest, encouragement and support to your child and to the coaching staff.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.

- Lend a hand when a coach or school administrator asks for help.
- Recognize and show appreciation for an outstanding play or achievement by either team.
- Inappropriate and/or harassing comments should not be made to athletes, parents, officials or coaches of either team, this will only undermine the efforts of those involved.
- Shouting out instruction or criticism may hinder the overall experience of the student-athlete.
- Remember that sports are to develop skills for the rest of your child's life. Don't define success by winning or losing.

Remember that interscholastic athletics and activities are learning experiences for students and that mistakes are sometimes made. Praise students in their attempt to improve themselves as students, as athletes and as people, as you would praise a student working in the classroom.

Good sportsmanship among all spectators is a goal worth working for, but especially for parents, who have the obligation not only to control their behavior, but to also remind others around them of their responsibilities when necessary. When parents misbehave, it is the duty of other parents and school administrators to step in and correct the situation. A simple rule of thumb for all spectators to follow is that absolutely nothing in their actions should interfere with any youngster's enjoyment of the game.

Sportsmanship Tips for Parents

✓ Be Supportive of Coaches

In front of your child be supportive and positive of the coach's decisions. If you have problems with what the coach is doing, it is best to talk directly with the coach.

✓ Teach Respect for Authority

There will be times when you disagree with a coach or official but always remember they are trying their best and are trying to be fair. Show good sportsmanship by being positive.

✓ Let the Coach do the Coaching, but you can do some of the Teaching

When your child is on the field, court or ice, let the coach do the coaching. You can teach sportsmanship and how to deal with success and failure. Develop their character and teach life skills that athletics and activities bring to the forefront.

✓ Help your Children Learn through Failure

The way your child handles failure can help them to face the certain failures life will throw them in the future. The worst time for you as a parent to give advice is immediately after a disappointment. Let your child cope in their own way.

✓ Get to know the Coach

Since the Coach has a powerful influence on your child, take the time to attend the preseason parent meeting and get to know the coaches' philosophy, expectations, and guidelines.

✓ Focus on your Child as an Individual

Focus on what your child does well and where they need to improve. Encouragement is essential.

✓ Listen to your Child, but Stay Rational

Always support and listen to your child, but remember to stay rational until you have investigated the situation.

✓ **Be Mindful of your Role as a Role Model**

Take a good honest look at your actions and reactions in the athletic arena. These actions are a big cue to your child and to the others around you.

✓ **Show Unconditional Love**

The most important thing...show your child you love them, win or lose. Remind them that you love to watch them play.

Sportsmanship is Everyone's Responsibility!

DETROIT LAKES PUBLIC SCHOOLS EXPECTATIONS FOR PARENT/ATHLETE CONCERNS

Parent/Athlete concerns should be addressed using the following protocol

- Athlete meets with the Coach/Coaches
- Athlete and parent meets with the Coach/Coaches
- Athlete and parent meets with the Coach/Coaches and Activities Director
- Athlete and parent meets with the Coach/Coaches, Activities Director and Principal

Note: These meetings will take place face to face at a time and place that is agreeable to all parties involved. Email, text, phone and social media are not a place to have these types of conversations.

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As a parent, you have a right to understand what expectations are placed on your child when involved in our programs. This begins with clear communication from the coach of your child's team.

PARENT/COACH COMMUNICATION

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements: i.e. fees, special equipment, off-season conditioning.
5. Procedures should your child be injured during practice or a contest.
6. Discipline that might affect your child's participation.

Communication Coaches Expect From Parents

1. Notification of any schedule conflicts well in advance.
2. Specific concerns in regard to a coach's expectations.
3. Communication of any medical or physical limitations that may impact your child's participation.

As your children become involved in the programs of Detroit Lakes Public Schools, they will experience some of the most rewarding moments of their lives. It is also important to understand that there might also be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the coach.

Appropriate Concerns to Discuss With Coaches

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

As a parent it may be very difficult to accept your child's playing time. Coaches are professionals. They make judgment decisions based upon what they believe is best for all students involved. As you have seen, certain things can and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss With The Coach

1. *Playing Time*
2. *Play calling*
3. *Team Strategy*
4. *Other student athletes*

Remember....

Research indicates that a student who is involved in co-curricular activities has a greater chance for success during adulthood, thus the premise on which these programs have been established. Many of the character traits required to be a successful participant are the same as those found to promote a successful life after high school.

CAUTIONS, CONSIDERATIONS, AND RESPONSIBILITIES

Activities can be highly competitive, and practice plays a major role in the preparation of the student. Because of the intense demands of participation, students must observe the practice rules, procedures, and training progression that are given. This, in turn, should address the need for safety, learning, and the overall desire to succeed and enjoy the activity.

If there is a particular health concern related to a participant that may interfere with or limit the student's participation in the activity, parents should notify the coach/advisor (s) of these concerns. Every effort will be made, if possible, to allow the student to continue to participate.

Activities do require a significant time commitment. Many activities are held on Saturdays and require some travel. The days are long and return times are most often estimated. The coach/advisor will provide a time “window” of the expected time of return from an event, but participants and parents should be aware that events may run longer than expected (due to travel, number of participants in a particular activity, awards ceremonies, etc.).

Responsibilities

Unsportsmanlike conduct is not acceptable. Be positive in your interaction with other competitors and judges. Never discuss tournament results or ballots at the tournament site. Share your concerns with your coach/advisor at the conclusion of the event. If you have a concern about something that is taking place during an event, take your concerns to your coach/advisor, not other team members or contestants.

General Cautions

Students participating in activities are encouraged to take care of their health. Eating healthy and getting enough rest become extremely important to success in the activity. During competition, participants are encouraged to drink water rather than pop or other beverages.

Emergencies

Because of the nature of activities, injuries may occur. All injuries must be called to the attention of the coaching staff and athletic trainer. Some injuries may require more intense management. When such an incident occurs, the practice, scrimmage, drill, or contest should be stopped. Make sure the coach/advisor, trainer, or other site manager is aware of the problem immediately. If necessary, additional assistance should be called. Parents will be notified. If a fire or fire alarm occurs, the site should be evacuated, with all participants moving a safe distance away from the facility. It is important that all participants provide emergency contact information to the coach/advisor prior to the start of the season. Any changes to this information should be given to the coach/advisor in a timely manner.

Insurance and Injuries

Activities can play an important role in your student’s development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event that an injury occurs while their student is involved in activities or during the regular school day. All schools at the high school level do have certified, athletic trainers on duty during practices and most contests, so immediate attention is provided. They will consult with the parents and make recommendations if they believe further attention is needed by a physician.

Student Insurance Options

Activities can play an important role in your students’ development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event an injury occurs while their student is involved in activities or during the regular school day. There are insurance plans through Student Assurance Services inc. that are available for purchase through DL Public Schools.

For information regarding supplemental insurance coverage and claims handling procedures, you can contact Student Assurance Services at (800) 328-2739 or (651) 439-7098. Information is also available online at www.sas-mn.com or at dlschools.net.

****High school level interscholastic sports do have certified athletic trainers on duty during practices and most contests, so immediate attention is provided. They will consult with parents and make recommendations if they believe further attention is needed by a physician.**

Preparation for Activity

- All athletes must have a physical exam on file prior to the start of the season and should report in sound physical condition/sport appropriate.
- Clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests.
- Remove all jewelry before participation.
- Individuals requiring athletic training services should arrive early to receive treatment to avoid being late for practice.
- All physical problems that are chronic or may interfere with participation should be reported to the trainer and coach/advisor.

Locker Room and Practice

- Be alert to the surroundings to prevent any injuries.
- Students should not engage in roughhouse or horseplay which could lead to injury.
- Close and lock your lockers whether you are at a home contest or on the road. Do not leave valuables out.
- Keep soap and shampoo in the shower area and report any problems with foot or skin infections.
- When spikes are used for the sport in which you're participating, they should not be worn in the building. Please remove them before entering.

Religious Activities

Wednesday evenings are reserved for church activities. Once the school year has started, all student activities (whether directly or indirectly sponsored by the school) will be terminated by 5:45 on Wednesdays. Multi-school tournaments constitute the only approved exceptions to this rule. Any student who misses an activity due to a church function will not be penalized in any way.

* The coach/advisor also recognizes that students are often involved in other activities. Whenever possible, the coach/advisor will work with students to accommodate other activities. Students are encouraged to participate in other activities. No student will be denied participation because of a conflict with another activity. When initial efforts to resolve participation conflicts fail, a building administrator will review the circumstances and make a decision.

SPORTS AND ACTIVITIES

FALL

Activity

Cheerleading
Cross Country (Boys/Girls)
Dance Team (non-competitive)
Fall Musical
Football
Pep Band
Soccer (Boys)
Soccer (Girls)
Swimming (Girls)
Tennis (Girls)
Volleyball (Girls)

WINTER

Activity

Basketball (Boys)
Basketball (Girls)
X-Country Skiing (Boys/Girls)
Danceline (competitive)
Gymnastics (Girls)
Hockey (Boys)
Hockey (Girls)
One-Act Play
Pep Band
Speech
Swimming (Boys)
Wrestling
Alpine Skiing (Boys/Girls)
Robotics

SPRING

Activity

Adapted Bowling
Band Contest
Baseball (Boys)
Choir Contest
Golf (Boys)
Golf (Girls)
Softball (Girls)
Speech
Spring Play
Track (Girls)
Track (Boys)
Tennis (Boys)
Trap Shooting

NON-SEASON SPECIFIC ACTIVITIES

Activity

Academy Ambassadors
American Indian Student Council
Business Professionals of America (BPA)
DeLakonian (Yearbook)
FFA (Agriculture Education student group)
Interact (Rotary's service club for students)
Jazz Band
Yearbook
Drum & Dance Team
Intramurals
Knowledge Bowl

Pay
Key Club (Kiwanis' service club for students)
Laker Singers (auditioned choir group)
Math Contest
National Honor Society
Prom Committee
Spanish Club
Student Council
Target
Link Crew
Students for Life America

PARTICIPATION FEES

The fee structure is divided into middle and high school categories. All participants are required to pay fees prior to the first contest. A student will not be required to pay more than three activity fees per school year and will be charged for the first three activities in which they participate. The fees should be paid in the office of the school in which the program is being offered. Students in the seventh and eighth grades who participate on a high school team will be assessed the high school fee. Scholarships or fee waivers are available at the schools for those students not able to pay the fee. A written request for fee waiver should be submitted to the school's activities director.

USER FEE SCHEDULE FOR ACTIVITIES

- Grade 7—8 \$75/activity
- Grade 9-12 \$135/activity

Family Maximum / school year = \$480

*User fees may vary, some activities have a supply/facility fee that does not apply to family max

GROUPS EXEMPT FROM USER FEES

- Yearbook
- National Honor Society
- Foreign Exchange Students
- Students who work as support personnel
- Student Council

FEE REIMBURSEMENT

Participation fees will be reimbursed only if a student has tried out for an activity and was not selected to participate at any level. Students who try out for a team and then quit at any point in the season or who quit after being declared ineligible due to a MSHSL or school violation will not receive fee reimbursement. Fees will only be reimbursed if they were paid in the current school year. Unique circumstances will be reviewed on an individual basis by school administration.

DIRECTORY OF HIGH SCHOOL AND MIDDLE SCHOOL ACTIVITY ADMINISTRATION

Detroit Lakes High School Activities Director
Detroit Lakes High School Activities Administrative Assistant
Detroit Lakes Middle School Assistant Principal

Rob Nielsen	847-4491
LaCarra Larson	847-4491
Justin Hegg	847-9228



Date Adopted: 03/09/98	File Number: Detroit Lakes Policy - 611 Date Reviewed: 8/12/26
Date Revised: 09/11/00; 01/10/05; 06/12/06; 3/12/18, 3/27/23	

611 - HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes Section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3 and 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional or cooperative learning materials, software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to

state law. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by state law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district)

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurances)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Chapter 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

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612.1 - DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

[NOTE: This policy reflects recent Federal statutory changes which require school districts and schools to meet with parents and jointly develop parent involvement policies at both a district wide and school building level. This policy lists the required components of the parent involvement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive Federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parent involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the engagements of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board directs the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. This policy establishes the expectations for meaningful parent and family involvement and describes how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parents advisory board comprised of a sufficient number and representative group of parents of family members served by the school district to adequately represent the needs of the population served by the school district for the purpose of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

A. The policy will describe the means by which each school with a Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan. If a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.

- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable supports for parental involvement activities as requested by parents
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;

7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Resources: [U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance \(January 2025\)](#)

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614 - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]
 - e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
 - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
 - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
 - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
 - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
 - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

- j. Confirm that all students have appropriate test materials.
- 2. Responsibilities on testing day(s).
 - a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
- 3. Responsibilities after testing.
 - a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.

- f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

- 1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will

enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding the same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to the district assessment coordinator using the *Test Administration Report*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- f. Report security breaches to the district assessment coordinator as soon as possible.
- 3. Responsibilities after testing.
 - a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
 - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - d. Return secure test materials as outlined in applicable manuals and resources.
 - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
 - f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that the district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.
- 6. Review, use, and be familiar with all service provider technical documentation.
- 7. Prepare computers and devices for online testing.
- 8. Confirm site readiness.
- 9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

- 1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.

- d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
- a. Before test:
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
 - b. During test:
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.

- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to the school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.
- c. After test:
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion, return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
- 2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for students.
 - b. During the test.
 - (1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and respond to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report any unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to the classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address..]

- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district shall maintain records necessary for program audits conducted by the MDE. The records must include documentation consisting of the following:

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
 - 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
 - 2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
 - 5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
 - 6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
 - 8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
 - 9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
 - 10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0505-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

DATE: July 30, 2026

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

FROM: Anne Skjold, District Food Service Director

SUBJECT: **Dairy and Bread Pricing (2026-27 School Year)**

During the bidding process in 2025, the District requested the option to extend the bid contract for both milk (East Side Jersey) and bakery products (Pan-O-Gold). Attached are updated pricing for bakery and core dairy products.

The pricing for bakery products from Pan-O-Gold reflect a 5% increase in comparison to the previous year. The current dairy prices from East Side Jersey reflect a 12% increase in comparison to the previous year. Milk costs are subject to an escalator clause.

Administration recommends approval.

PAN-O-GOLD Baking Co.

501 NORTH UNIVERSITY DRIVE
P.O. BOX 2563
FARGO, ND 58108

TELEPHONE 701-235-6611

July 15, 2026

Anne Skjold
Food Service Director
Detroit Lakes School District

We respectfully submit the following prices for bakery products for the 2026-2027 school year.

Item	Size	New Price
#325 Whole Grain Round Top Bread	20 slice	2.37
#5154 Whole Grain Hot Dog Buns	12 ct.	2.47
#562 4" Whole Grain Hamb. Buns	30 ct.	5.85
#5152 Whole Grain Dinner Rolls	64 ct.	13.00
#5150 Whole Grain 6" steak bun	24 ct.	5.71
#706 3.5" Whole Grain Hamb. Bun	60 ct.	11.58
#17 White Texas Toast	1.5#	2.83
#580 4" White Hamburger	12 ct	2.35
#552 White Hot Dog Bun	12 ct	2.35
#553 White 3.75" Hamb.	12 ct	2.35

Thank you

Sincerely,

Kevin Windjue
General Sales Manager
Pan O Gold Baking Co.

East Side Jersey Dairy

Date 07/09/26 Time 07:12:08

Company 5 Division 23 Branch 23 Deck 5594

Product Number	Description	UPC	Code	Points	Current Price
1229 GAL	2%	PF	0-72730-22110-9	4.0000	4.7435
17002 GAL	CHOC PREM	PF	0-72730-26110-5	4.0000	6.7839
1092 HGAL	WHOLE PLST	PF	0-72730-21202-2	2.0000	2.5223
1361 HGAL	1% PLST	PF	0-72730-23208-2	2.0000	2.3693
29108 HGAL	LFREE CHOC UHT 6/	PF	0-72730-23225-9	2.0000	4.5200
26395 HGAL	LFREE 1% UHT 6/	PF	0-72730-23223-5	2.0000	4.5200
24874 HGAL	LFREE FF CAL UHT/6	PFBOX	0-72730-23224-2	2.0000	4.9200
24871 HGAL	LFREE WHOLE UHT/6	PFBOX	0-72730-23221-1	2.0000	4.5200
24870 HGAL	LFREE 2% UHT 6/	PFBOX	0-72730-23220-4	2.0000	4.5200
5846 HGAL	CHOC PREM PLST	PF	0-72730-26203-4	2.0000	2.8820
35128 QT	WHOLE SQUAT	PF	0-72730-21312-8	1.0000	2.1673
35129 QT	2% SQUAT	PF	0-72730-22306-6	1.0000	2.1685
35131 QT	PREM CHOC SQUAT	PF	0-72730-26312-3	1.0000	2.8303
29578 14 OZ	WHOLE UHT PLST	PF	0-72730-21450-7	0.4375	1.3600
29579 14 OZ	2% UHT PLST	PF	0-72730-22450-6	0.4375	1.3600
29581 14 OZ	CHOC PREM UHT PLST	PF	0-72730-26450-2	0.4375	1.3600
29586 14 OZ	CHOC 1% UHT PLST	PF	0-72730-26455-7	0.4375	1.3600
29582 14 OZ	STRW PREM UHT PLST	PF	0-72730-26451-9	0.4375	1.3600
1331 HPT	2% 50/CS	PF	0-72730-22606-7	0.2500	0.3751
4752 HPT	1% 50/CS	PF	0-72730-23602-8	0.2500	0.3744
34520 HPT	1% PNTRY FR	PFBOX	0-72730-23614-1	0.2500	0.6900
36142 HPT	LF 1% CHC PNTRY FR	PFBOX	0-72730-26645-2	0.2500	0.7000
34518 HPT	LFREE 1% PNTRY FR	PFBOX	0-72730-23228-0	0.2500	0.7000
5404 HPT	SKIM 50/CS	PF	0-72730-23608-0	0.2500	0.3651
1555 HPT	CHOC 1% 50/CS	PF	0-72730-26616-2	0.2500	0.3947
32582 HGAL	40% HVY CRM PLST/9	PFBOX	0-72730-27427-3	2.0000	9.5265
33245 5 LB	SOUR CREAM-TRAY/2	PF	0-72730-32102-1	5.0000	10.5000
7041 1 LB	SOUR CREAM-TRAY	PF	0-72730-32310-0	1.0000	2.7560
33460 5 LB	COTT CH LF TRAY/2	PF	0-72730-31311-8	5.0000	12.8500
21680 4 OZ	COTT CH LOWFAT	PF	0-72730-31410-8	0.2500	1.0125
25024 HGAL	ICED CARMEL COFFEE	PFBOX	0-72730-29288-8	2.0000	3.9500
25025 HGAL	ICED MOCHA COFFEE	PFBOX	0-72730-29287-1	2.0000	3.9500
25026 HGAL	ICED VAN COFFEE	PFBOX	0-72730-29286-4	2.0000	3.9500
34564 14 OZ	ICED CRML COFFEE	PF	0-72730-29408-0	0.4375	1.6900
34563 14 OZ	ICED MCHA COFFEE	PF	0-72730-29407-3	0.4375	1.6900

CITY OF DETROIT LAKES
AND
INDEPENDENT SCHOOL DISTRICT No. 22

AGREEMENT FOR SCHOOL RESOURCE OFFICER POLICE SERVICES

This agreement is made effective on the day and date below last signed by and between the City of Detroit Lakes ("City") and Independent School District No. 22 ("District 22"), both being governmental entities and political subdivisions of the State of Minnesota.

RECITALS

1. The School Board of Independent School District No. 22, of Detroit Lakes, Minnesota ("District 22") has the management, jurisdiction, and control of the Detroit Lakes Public Schools ("School") situated within the City of Detroit Lakes, Minnesota ("City"); and
2. The City Council of the City has the authority and obligation to provide for the protection of life and property within the City; and
3. The School Board of District 22 has implied power to provide for the protection of life and property at the School and upon school property and conveyances; and
4. The City and District 22 presently have in place an agreement dated January 1, 2007 ("2007 Agreement") by which the City has provided for a Police Liaison Officer to be stationed at the District 22 School; and
5. Various changes in the law have occurred since the 2007 Agreement and the Parties now wish to replace the 2007 Agreement with this Agreement to describe the mutual understanding by which District 22 agrees to purchase the services of a School Resource Officer ("SRO"), as defined by Minn. Stat. § 626.8482, Subd. 1(c) and the City agrees to provide such services to District 22; and
6. To facilitate the public interest and provide additional police protection to the School, District 22 agrees to purchase and the City agrees to provide the services of a School Resource Officer ("SRO"), as defined by Minn. Stat. § 626.8482, Subd. 1(c), pursuant to the terms of this agreement.
7. This agreement is for the purchase of SRO services and is not and shall not be construed to be a Joint Powers Agreement under the authority of the Joint Powers Act, Minnesota Statutes, Section 471.59. Nothing in this Agreement shall be interpreted as creating a partnership, joint venture or joint enterprise between the parties relative to the services provided by the City under this Agreement which is solely an agreement for the purchase of services.

NOW, THEREFORE, the School Board of District 22, Detroit Lakes Minnesota and the Detroit

Lakes City Council, do hereby agree and contract as follows:

1. The City shall provide the services of one (1) P.O.S.T. certified police officer who, when serving pursuant to this Agreement, shall be a School Resource Officer ("SRO") as defined by Minn. Stat. § 626.8482, Subd. 1(c), shall be trained in compliance with Minn Stat. § 626.8482 Subd. 3 and Subd. 4, and who shall perform the duties described herein.
2. The SRO shall be assigned by the City to District 22 for 8 hours of each school day, beginning the first school day of the regular school year through the last school day of the regular school year, excepting the days when students are not in attendance and when the officer is excused from duty due to approved absences by the Chief of Police. In the event scheduled time off, sick leave or required training, assigned SRO shifts will not be "backfilled," but an officer from the City shall still respond upon request from the School.
3. The City shall furnish the SRO with all necessary police equipment, including an automobile when needed in the judgment of the Chief of Police to enable the proper performance of the duties assigned under this Agreement. The SRO shall, while on duty at District 22, be stationed on the campus of the School and shall devote the majority of the SRO's time to performing duties assigned hereunder; except that in an emergency the Police Chief shall have the authority to reassign the officer off and away from the campus for a temporary period of time. The officer shall be free to move about the community in carrying out assigned duties. Reference to the "School" in this agreement means the elementary schools, middle school and secondary school operated by District 22, as defined in MN Statute 120A.05, subdivisions 9, 11 and 13.
4. It shall be the primary function of the SRO, while on duty at the School, to take all necessary steps and employ all lawful and accepted police measures to ensure the protection of life and property at the School. Nothing in this Agreement or the specific duties outlined in section numbered eight (8) below limits any other duty or responsibility imposed on peace officers; limits the expectation that the SRO will exercise professional judgment and discretion to protect the health, safety and general welfare of the public when carrying out their duties; or creates a duty for the SRO to protect students, staff, or others on the School grounds that is different from the duty to protect the public as a whole. Specific functions shall include the providing of emergency first aid, building safety, and the other functions listed in the section numbered eight (8) below.
5. The SRO shall, while on duty at the School, remain at all times under the direct control and

supervision of the Chief of Police of the City and shall in no sense be considered an employee of District 22. The City shall be solely responsible for compensation and benefits for the SRO according to the City's policies and labor union agreement. The Chief of Police will confer with District 22 Administration on the selection of each SRO assigned by the City to the School and the Chief of Police and District 22 shall meet periodically to review and confer regarding any issues related to that selection and the retention of any SRO. The Chief of Police shall, in supervising the SRO, confer with the administration of District 22 and the School building principals as to the manner in which the SRO shall, in any given circumstances, perform the functions assigned hereunder, to discuss how the SRO will be informed of school district resources available to school staff to assist with de-escalation of conflicts in school, e.g. specialized crisis teams, mediation opportunities, etc., to facilitate a public notification process advising that an SRO will be present in the school. The SRO shall communicate regularly with building principals to identify concerns and exchange information.

6. The City shall maintain adequate insurance covering accidental death or personal injury to the SRO which may occur while such duties or functions are performed under this Agreement. The City shall be responsible for any and all claims of the SRO that may arise under the unemployment compensation of workers' compensation and all employment related claims including, but not limited to, claims of discrimination or harassment of any nature and the City shall defend, indemnify and hold District 22 harmless from such claims. The SRO shall neither require nor be entitled to any compensation or employment rights or benefits of any kind from District 22. The City shall be solely liable for injury, loss, claims, actions, damages, liability, costs and expenses including defense costs, arising solely from the activities, actions, events or omissions of the SRO. The City shall secure and maintain appropriate property and liability insurance to provide coverage for any such claims related to the performance of any duties or functions of the SRO under this Agreement.

7. Cost Sharing. Cost sharing under this Agreement shall be on a 50%-50% formula basis with the City paying 50% of the cost and District 22 paying 50% of the cost. Costs shall be determined by establishment of an annual budget approved by both the City and District 22. The budget shall be determined by September 1st each year. All funds so budgeted and appropriated shall be deposited in a special fund established by and maintained by the City and all expenses shall be paid out of that fund. The annual budget shall be for the period beginning January 1st through December 31st each year. The City shall invoice District 22 semi-annually in advances on January 1st and July 1st each year for the District's share of the approved budget. If the City or District 22 should cancel this Agreement in

accordance with Section thirteen (13) of this Agreement, any funds owed shall be payable and any funds remaining shall be returned to the City and District 22 based upon the cost sharing formula. A financial report showing all Revenues, Expenses and Fund Balance, for the previous calendar year shall be prepared by the City and provided to District 22, annually by May 31st.

8. Duties of the SRO shall include, but are not limited to:

1. fostering a positive school climate through relationship building and open communication;
2. protecting students, staff, and visitors to the school grounds from criminal activity;
3. serving as a liaison from law enforcement to school officials;
4. providing advice on safety drills;
5. identifying vulnerabilities in school facilities and safety protocols;
6. educating and advising students and staff on law enforcement topics;
7. enforcement of federal, state and local criminal laws;
8. protecting lives and property of the citizens, students, and staff of the school district;
9. investigating criminal activity committed on or adjacent to school property;
10. consulting with public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the Superintendent or his/her designee or by the parents/guardians of a student;
11. answering questions and conduct of classroom presentations for students in the law related education field;
12. assisting other law enforcement officers with outside investigations concerning students attending the schools to which the SRO is assigned; and arranging for police presence for special school events or functions, such as parent meetings, athletic events, dances, and other large functions or assemblies at the request of the Superintendent or his/her designee; the actual cost of police services, outside of the regularly scheduled workday, shall be the responsibility of the School District and billed separately for hours worked.

9. As part of the provision of SRO services under this agreement, the City and District 22 shall agree upon a policy regarding the use of plain clothes, modified uniforms, and other changes to SRO attire with the goal of fostering a positive school climate, facilitating the establishment of positive relationships with students, and promoting open communication.

10. Information Exchange: School officials shall allow the SRO to inspect and copy any public records maintained by the school, including student directory information such as yearbooks. The SRO may be authorized by school administration to inspect and/or copy confidential education records in the event of an emergency or in the interest of school safety. If some non-public information in a student's cumulative record is needed immediately in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence. In other instances, the SRO shall obtain consent or a Warrant before obtaining non-public information. The SRO will follow data privacy guidelines as outlined in law. The City and District 22 will comply with Minnesota Government Data Practices Act, MN Statutes, Chapter 13, and MN Rules 1205.0100 and 1205.2000. This includes following investigative procedures that may/will be done with or without school personnel involvement as outlined by data privacy mandates.

11. While serving under this Agreement, the SRO shall abide by all laws relating to the use of force by an SRO. Without limiting the foregoing, an SRO will not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

12. The City and District 22 acknowledge that the City has developed, adopted and implemented a school resource officer policy as directed by Minn. Stat. § 626.8482, Subd. 6, that is substantially similar to and complies with the model policy developed by the Minnesota Board of Peace Officer Standards and Training pursuant to Minn. Stat. § 626.8482, Subd. 5 to ensure school resource officers are being utilized appropriately and not for school disciplinary purposes, with the goal to build constructive police relationships with students, administrators, and educational staff.

13. Term. This Agreement shall commence on the date on which this Agreement has been executed by both parties and shall automatically renew January 1st thereafter by mutual agreement of the City and District 22. In the event either party wished to cancel this Agreement, they shall notify the other party in writing 180 days in advance of their intent to cancel.

14. Binding Effect. All rights and liabilities herein given to, or imposed upon, the respective Parties hereto shall extend to and bind the respective successors and assigns of the said Parties.

15. Assignment. This Agreement, and the rights and responsibilities of the Parties to it, may not be assigned or subcontracted without the express written consent of all Parties.

16. Entire Agreement. This Agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Parties and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than are herein set forth.

17. Modifications. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to the Agreement shall be binding upon the Parties unless reduced to writing and signed by all of them.

18. Recitals, The recitals set forth above are part of this Agreement.

19. General Provisions. The Parties agree that the City and District 22 may establish monitoring and evaluation procedures regarding the services under this Agreement which are not in violation of the Minnesota Government Data Practices Act, Chapter 13 and which ensure effective delivery of quality services.

20. Severability. The invalidity of any portion of the Agreement shall not affect the validity of the remaining portions thereof.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties this _____ day of _____, 20____

APPROVED:

CITY OF DETROIT LAKES

DISTRICT 22

SCHOOL BOARD OF

By:

Mayor

By:

Chairperson

Attest:

Attest:

By:

City Clerk

By:

22 Clerk

District

Approved as to form and execution this _____ day of _____, 20_____

Charles J. Ramstad

Detroit Lakes City Attorney

Date Adopted: 05/12/97	File Number: Detroit Lakes Policy - 203.5
Date Revised: 11/09/98; 03/09/2009; 03/08/2010; 05/12/2014; 4/19/2021,12/16/24	Reviewed: 8/10/2026

203.5 - SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may be added to the agenda only by a motion adopted at the meeting. **If a board member intends to add an item to the agenda, notice must be given 24 hours prior to the meeting to all board members and the superintendent.** If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory OP. No. 13-015 (December 23, 2013)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Date Adopted: 07/14/86	File Number:
Date Revised: 10/13/03, 12/12/05, 10/08/2007, 5/10/10, 6/10/2013; 1/13/2020, 03/27/23, 10/23/23, 02/26/24, 09/23/24	Detroit Lakes Policy - 613

613 – GRADUATION REQUIREMENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. DISTRICT ASSESSMENT COORDINATOR

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

V. GRADUATION REQUIREMENTS

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

- A. Achievement and career and college readiness in mathematics, reading, and writing, **consistent with Minnesota Statutes, section 120B.307, subdivision 4, paragraph (d)**, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. §120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. **DETROIT LAKES PUBLIC SCHOOLS CREDIT REQUIREMENTS**

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

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

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

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

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

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

J. Credit equivalencies

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

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

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

VII. GRADUATION STANDARDS REQUIREMENTS

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

VIII. EARLY GRADUATION

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

- A. All course and credit requirements must be met.
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education,

- and arrive at a timely decision.
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

IX. HIGH SCHOOL DIPLOMA FOR VETERANS

A. Diploma

The school district must, upon a request under Paragraph B. below issue a high school diploma to a veteran as defined in Minnesota Statutes, section 197.447 who was unable to complete their high school education for reasons related or unrelated to their military service, and who served:

1. during the Korean Conflict; or
2. during the Vietnam War.

B. Request

A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The high school diploma is awarded based on the veteran's knowledge and experience gained while in service, or the veteran's other relevant lived experience. The school district may require the veteran or veteran's requestor to provide evidence that the veteran was a Minnesota public school student or is a current Minnesota resident.

C. No Report Required

The school district is not required to report on diplomas issued under Minnesota Statutes, section 127A.135.

D. Assistance

The Minnesota Department of Veterans Affairs and county veteran service officers may provide assistance to districts fulfilling diploma requests, including but not limited to verification of discharge paperwork.

Legal References:

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

Minn. Stat. § 120B.018 (Definitions)

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

Minn. Stat. § 120B.023 (Benchmarks)

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

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

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

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

Minn. Stat. § 120B.13 (Advanced Placement and International Baccalaureate Programs)

Minn. Stat. § 120B.251 (Ethnic Studies Requirements)

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

Minn. Stat. § 120B.303 (Assessment Graduation Requirements)

Minn. Stat. § 120B.307 (College and Career Readiness)

Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)

Minn. Stat. § 124D.091 (Concurrent Enrollment Program Aid)

Minn. Stat. § 124F.08 (Education and Employment Transitions Partnerships)

Minn. Stat. § 127A.135 (High School Diploma for Veterans)

Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)

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

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

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

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

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

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

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

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

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

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

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

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

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

RESOLUTION REGARDING DISPLAY OF NON-SCHOOL MATERIALS

WHEREAS, at the School Board's July 27, 2026 meeting, a majority of the School Board approved a motion regarding the removal of "non-school materials not funded, sponsored, or authorized by the school district":

WHEREAS, the July 27 motion language referred to "rainbow" stickers, posters, flags and buttons as examples non-school material that is not funded, sponsored, or specifically authorized by the School District;

WHEREAS, Superintendent Jenson has notified the School Board that the language in the Board's motion has created confusion at the administrative level about the scope of the School Board's directive;

WHEREAS, the School Board wishes to clarify any confusion that may exist and now desires to postpone any implementation of its July 27, 2026 motion in order to allow for additional consideration of the best avenue to address the School Board's desire to ensure the District remains neutral on matters involving political, social, religious, or other controversial topics in which different perspectives and ideologies are present at the local, state, and national levels.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 22 as follows:

1. The role of the School District is to educate students and make them feel welcome in its classrooms regardless of their beliefs or individual viewpoints. The District does not have liberal classrooms or conservative classrooms. It simply has classrooms that are to be dedicated to the education of students.
2. To this end, the Superintendent is authorized and directed to work with the District's legal counsel to provide recommendations for the School Board to best address its interest in ensuring that materials and signage posted by staff in school buildings and classrooms are consistent with the Board's desire to avoid the appearance that the District is endorsing a particular viewpoint or perspective on political, social, religious, or other controversial topics in which different perspectives and ideologies are present at the local, state, and national levels.
3. Implementation of the School Board's July 27, 2026 motion regarding the display of non-school materials in schools is hereby postponed in order to allow the School Board to receive additional input from the District's administration and legal counsel.

The motion for the adoption of this Resolution was duly seconded by Board member _____ and upon vote being taken, this Resolution was declared duly passed and adopted.



City of Detroit Lakes

1025 ROOSEVELT AVE. DETROIT LAKES, MN 56501

SPORTS ARENA COMMISSION AGENDA

Tuesday, August 4, 2026, at 7:30 AM

The Meeting will be held in the City Hall Committee Conference Room, 1025 Roosevelt Ave, Detroit Lakes MN.

1. Consideration to approve the [Minutes](#) from the meeting held on May 5, 2026.
2. Consideration to approve the [financials](#) for January, February, and March 2026.
3. Arena 2026 financial and [CIP Review](#)
4. 2027 [Proposed budget](#)
5. inBYLT [Building Assessment](#)
6. Update schedule of events
 - a. Shrine Circus: 3/30/27, 3/28/28, and 4/3/29
 - b. MMA 2027 - inquiry
7. Other

Respectfully,
KELCEY KLEMM
City Administrator

Sports Arena Commission Members:

Chad Carlblom – Chairman: 12/31/26 (end term 3)

Matt Boeke - Alderman Ward 3-At Large: 12/31/26 (end term 3)

John Steffl - School District 22- At Large: 12/31/26 (end term 2)

Rob Nielsen - School District 22: 12/31/26 (end term 1)

Mike Haagart - DL Youth Hockey Association: 12/31/27 (end term 1)

Matt Thompson - Becker County Fair Board: 12/31/27 (end term 1)

Meeting Dates: November 3rd @ 7:30am

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - August 11, 2026

Members Present: Sanford Nelson, Mickey Olson, Mary Rotter, Jill Walter and Jason Kuehn

Members Absent: Mark Jenson and Trisha Mariotti

A Finance Committee Meeting was held on Tuesday, August 11th in the District Office Conference Room. The agenda was as follows:

1. Ehlers Financial Services

Brian Johnson from Ehlers Financial Services presented to the committee in regards to services that Ehlers currently provides for the District as well as other services available.

2. Treasurer's Report

Director of Finance Kuehn reviewed the bank reconciliation and fund balances through the month of July. District expenditures and revenues through July were reviewed in comparison to the budget. Overall, cash and investment balances totaled \$16,976,047.07, a decrease of \$1,955,889.15 from June.

Receipts for the month of July totaled \$779,647.61. Revenues related to Summer Community Education programming, and grants from the Detroit Lakes Athletic Foundation and Detroit Lakes Community Foundation were highlighted. Federal reimbursements have been completed for all programs and other reimbursement grants from Becker County and the State of Minnesota were highlighted.

Two sets of disbursements were reviewed by the Finance Committee. The committee recommends approval of the ACH/Wire payments for July totaling \$1,505,566.84.

The committee also recommends approval of the check summary for July in the amount of \$914,662.17 and payroll transfers totaling \$315,306.41.

3. 2026-27 Food Service Pricing List

Kuehn reviewed 2026-27 Food Service Pricing List with the Committee. The committee recommends approval.

Next Meeting: Monday, September 21st at 9:00 AM (District Office Conference Room)