



**Detroit Lakes Area Learning  
Center**

***Student Handbook  
2022-23***

## **Alternative High School Programs**

There are three high school level alternative education programs; the Seat-based Program, the Recovery School, and the Credit Recovery Program.

**The Credit Recovery Program** is designed for students who need a flexible, personalized, extended opportunity to meet graduation requirements. Extensions include longer daytime hours and also includes summer coursework. Personalized means tailoring classes specifically to meet student needs. Flexibility includes creating schedules meeting the demands of everyday life.

**The Seat-based Program** is designed for students who need the structure of a traditional school day, but a different educational experience. Students participate in hands-on activities, community involvement, and a variety of field experiences. A focus of this program is to work on the barriers or obstacles that cause students to struggle in school. Small groups and social activities are utilized to develop school skills. Strong partnerships with community businesses and agencies are also utilized.

**The Recovery School** is designed for students who have successfully completed inpatient or outpatient treatment for chemical dependency and are committed to sobriety. Detroit Lakes Recovery School is dedicated to assisting students in recovery to maintain their sobriety, achieve academic success, and experience social and emotional growth.

## **PROGRAM COMPONENTS**

### **Intervention Based Education**

Intervention based education is an approach to education that identifies barriers and challenges that inhibit a learners ability to learn and experience academic growth. These challenges may be academic, mental health, chemical health, social skills, family crisis, disabilities, etc... Staff, students, parents, appropriate community resources, and family support systems will develop intervention plans. These plans are intended to support learners and families, so they can continue to learn and develop. The Response to Intervention, or 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.

# **DLALC POLICIES & PROCEDURES**

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## **ELECTRONIC DEVICES**

Students are encouraged to leave all electronic devices at home or in a locked and secured space during the school day. However, personal devices may be used before school, after school, and during study halls with teacher permission. The school will not be responsible for any lost or stolen items.

## **CELL PHONES**

Texting and calling on cell phones is a very effective communication tool for parents, students, and staff. If you decide to keep a cell phone in school, you will be expected to follow the respected use rules.

1. Students may request cell phone use if a situation warrants immediacy
2. Students will check messages between classes
3. Students who use a cell phone in school will share their phone numbers with office personnel
4. All messages sent, received, opened, or shared in school must be in compliance with the ISD #22 Harassment or Violence Policy.

The use of cell phones or personal music devices without prior teacher permission will result in equipment confiscation for the hour. Repeat violations will result in administrative confiscation of personal device(s) for the day. Eventually, parent notification and a permanent loss of privileges will result.

## **VENDING MACHINES**

M-State vending machines are not school property. Limited use will be permitted.

## **SNACKS**

Snacks will be allowed before school, after school, during study hall and advisor/advisee periods. Classroom teachers will determine appropriate times and days snacks will be permitted in their classroom.

## **OPEN LUNCHES**

Open lunch is for all students. Students who are tardy returning from lunch can lose open lunch privileges. If the problem continues, open lunch privileges will be suspended.

## **TARDIES**

Students who are tardy will be subject to consequences determined by the classroom teacher. Chronic tardies will be referred to the attendance coordinator and administration for review.

## **CLOTHING**

Appropriate school dress is expected. Hats will be allowed in class if they do not interfere with learning. Clothing that advertises or promotes alcohol, cigarettes, or other chemicals will not be allowed. Clothing that is offensive and violates the ISD#22 harassment policy is also not permitted. Students who do not come to school with appropriate dress will have the option of turning clothing inside out, calling a parent/guardian, or borrowing a clean article of clothing from school. Please bring a sweatshirt, sweater, or windbreaker to wear in class when needed.

## **COMPUTER LAB**

Students will be allowed to utilize the Internet and email accounts for personal use when time permits and with teacher permission. \*See the technology Parent/Student Agreement for appropriate use commitment. Policy 524 can be reviewed at the District website, [www.dlschools.net](http://www.dlschools.net)

## **TOBACCO**

M-State is school property. Effective July 1, 1987, use of all tobacco products including vapes shall be prohibited on K-12 school district property and at school sponsored activities off school property within district boundaries. This shall include school buildings, grounds and school owned vehicles. Possession of tobacco products and paraphernalia (i.e. vapes) by K-12 students on school property shall be prohibited.

## **TITLE IX POLICY**

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

## **LANGUAGE**

The use of non-offensive appropriate language is expected at all times. Students who continue to use offensive language on school grounds and/or at school activities are subject to restorative consequences or eventually dismissed from the program.

## **FIGHTING/INTIMIDATING BEHAVIORS**

Students who participate in threatening, intimidating or any physical contact behaviors will be subject to violence procedures and consequences. Social media threatening and intimidation will also be subject to violence procedures and consequences. Students may be suspended, dismissed from the program, or expelled. Violence is not tolerated.

## **GRADING PROCEDURES**

90% = A

80% = B

70% = C

60% = D

59% - = F

59% - = P

*(met minimal expectations for completing required work, but did not perform at a high enough level to warrant a letter grade.)*

In our alternative education setting, teachers utilize school skills evaluations in every class to determine final grades. Our goal is to encourage strong school skills necessary to be successful in any educational setting while maintaining appropriate academic expectations.

## **CHILD ABUSE/NEGLECT POLICY/PROCEDURES**

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical, emotional or sexual abuse and conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical, emotional or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with provisions of Minnesota Statute, Chapter 625.556.

For further interpretation or assistance contact the District Social Worker.

A complete copy of Policy 414 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).

## **EVACUATION DRILLS**

### **FIRE DRILL**

#### **Classroom Instructions**

1. Pupils and teachers leave immediately and proceed to 100 feet from the building. Each teacher should be prepared in advance to take care of any student who is unable to get out unassisted.
2. Exit the room single file. Teachers should insure that there is no crowding at the corridor exits.
3. Walk fast – do not run.
4. First person out, prop doors open or holds open for the rest of the line.
5. Teachers will follow their group after checking to see that all pupils are out of the room. Classroom doors should be closed.
6. The building is to be cleared of all personnel as rapidly as possible.
7. Walk a sufficient distance from the building. All students are to be at least 100 feet from the building.
8. We ask the people in charge to wait for a signal before coming back in to the school. After the signal, teachers and students are to return to their classrooms.
9. Obey the fire signal, even if there is reason to believe the signal was set off accidentally.
10. Teachers who do not have classes during the hour of an alarm can aid greatly by stationing themselves in strategic places to aid the flow of students and other personnel.

#### **Evacuation of Physically Handicapped**

In the event of an actual fire, fire drill, or emergency requiring evacuation of the building, students who are physically handicapped will be assisted out of the building by their health aide or the nearest teacher.

Please be aware of the possibility that your help may be needed.

#### **Outside Areas**

We are asking faculty members to move students away from the building. Areas of the building will be assigned to faculty. We will need the cooperation of all faculty to clear students from your area and move them away from the building.

Students on the west side should go across the entrance road as far back as the visitor's parking lot. Students on the north end should move back into the faculty parking lot, but stay off the entrance road. Students on the east side should move away from the building about 50 yards. Students on the south end should move back across the road into the student parking lot.

All teachers are responsible to assist in seeing that students are at least 100 feet away from the building. Also, see that students walk quickly without crowding, pushing or running. In case one exit is barred, use your judgment in going to the most convenient exit where there is the least traffic. Please stress the seriousness of fire drills. There is little danger if we follow directions.

EVERYONE PLEASE WAIT FOR A SIGNAL FROM AN ADMINISTRATOR THAT THE BUILDING IS ALL CLEAR

#### **Code Yellow Drills**

**Code Yellow is a shelter-in-place** modified lockdown. It safeguards all students in rooms, restricts access to the school, and provides extra staff to handle a variety of situations.

Code Yellow is a cautionary signal which could be preparation for a Code Red, and suspends most regular school activities while awaiting further instructions from Administration Officials.

### TORNADO PROTECTION PLAN

Please familiarize yourself and your students with the different areas as identified on the building Tornado Drill Evacuation Instructions.

Also some additional things to be aware of:

- Walk rapidly, but do not run.
- Teachers will follow their group after checking to see that all pupils are out of the room.
- Chances are strong that there would only be about (3) three minutes to reach a safe area.
- Students should stay away from areas where there is glass.
- Physical Education personnel who are outside might have to direct their students to lie flat in the nearest ditch.
- Students and staff are to sit quietly, with their backs against a wall, until the “all clear” is announced on the intercom.
- Attendance will be taken by each teacher. Teachers will report their attendance to their department chairperson. Department chairpersons will report their attendance to the Assistant Principal.

Generally, in the event of a tornado we would ask all staff to do everything in their power to move students to a safe area.

### HARASSMENT AND VIOLENCE – SEXUAL, RACIAL, RELIGIOUS

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, it is your responsibility to report the incident to a teacher, counselor, social worker, administrator, or the District Human Rights Officer. The report may be communicated in a written or verbal manner.
4. We take all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate actions based on your report. Your right to privacy will be respected as much as possible.
5. 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.
6. This is a summary 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, 847-4491, or the entire policy is available upon request from any school office, the district administration office, or on the school website located at [www.detroitlakes.com](http://www.detroitlakes.com).

### 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 third quarter of the senior year in High School.

### BREAKFAST/LUNCH

If you are eligible for free or reduced priced meals, you must fill out the application each year and return it to the school office before October 1 of the current school year.

**Regular and Reduced Meals** – Electronic accounts will be set up for all students. Please submit money for your learners account in advance. Students will not be allowed to receive school lunches after the account is empty.

**Free** – Electronic accounts will be set up and tracked. Families must reapply for food services or full charges will be applied after October 1.

Unused lunch balance(s) will be applied to the following year's account.

### **MATERIALS ISSUED TO STUDENTS**

Teachers who issue textbooks or other returnable materials to students are responsible for maintaining comprehensive records of such issues. All items are to be collected by the instructor during the last few days of each course. Each student must turn in all items issued to him/her. Students and parents should be notified and bills issued to students not doing so.

### **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 school Office and should be returned to the school Office along with the medication in an originally labeled bottle from the pharmacy that issued the medication.

### **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

Any student interested in Post Secondary Enrollment Options 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.

## **DISCIPLINE AND VIOLENCE PREVENTION POLICY, K - 12**

### **STATEMENT OF POLICY AND COMMITMENTS**

- A. The 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.
- B. 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.
- C. 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 school.

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.

### **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 or 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 privacy regarding school records consistent with legal requirements.
- To privacy in their persons, papers, and effects.
- 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 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, which may interfere with a teacher's right to teach and 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 busses, 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.

## **SCHOOL AND COMMUNITY RESPONSIBILITIES**

### A. School Board and Administration Responsibilities

- The School Board and school administration shall publicize and inform staff and students annually of policies and procedures related to this discipline policy and violence prevention.
- The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.
- The School District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.
- Periodic reviews of discipline policies and procedures will be made, revised, and submitted to the School Board for review and adoption. All efforts will be made to include community persons with expertise and/or interest in non-violence in the annual review.
- Discipline will be imposed in accordance with the Minnesota Pupil Fair Dismissal Act of 1974 (as amended) and specific to students with disabilities, Minnesota Rule 3525.2470.

### 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 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.

## **CORRECTIVE ACTIONS POSSIBLE**

### A. Corrective Action will include communication with the parent/guardian and may include but is not limited to:

- Conference with teacher, professional support staff member, or principal
- Confiscation of weapon, object, material, substance and/or container
- Parental conference with school staff
- In-service/education
- Loss of school privileges
- Detention; in-school suspension
- Modified school program
- Removal from class
- Suspension, exclusion, and expulsion from school
- Suspension of school bus riding privileges when the violation occurred on a school bus
- Report filed with law enforcement

### B. Removal from Class:

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal. Parents will be notified after the decision is reached. The removal of a student from class shall not exceed three class periods. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him.

C. Suspension Procedures:

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with "The Pupil Fair Dismissal Act of 1974" as amended.

A suspension of two-to-five days requires that an informal administrative conference shall be held with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around them or to themselves. In the event a pupil is suspended without an informal administrative conference, a written notice shall be served either personally or by certified mail upon the pupil and his/her parents or guardian within 48 hours of the suspension.

During the administration conference or before the suspension takes effect, the student shall be presented with a written notice containing the ground for suspension, a brief statement of facts, a description of the testimony, a readmission plan, and a copy of M.S. 127.26 to 127.40 and his/her parents or guardian shall receive the same by certified mail within 48 hours. Service by certified mail is complete upon mailing.

A pupil may be suspended pending the Board of Education's decision in an expulsion or exclusion hearing, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

D. Use of Corporal Punishment

Corporal punishment is often a degrading and generally ineffective method of correcting student misbehavior. It also carries an element of legal risk in providing the reasonableness of one's action in court.

The staff may use reasonable force for the purpose of restraining a student to prevent or minimize danger to property or injury 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.

Any incident covered under this paragraph will be followed up by a written report from the staff member involved, to the building administrator, within twenty-four hours.

E. Referral to Juvenile Authorities or Police

If a student's misbehavior is so extreme that a law violation is involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

F. Special Education Students

The Pupil Fair Dismissal Act applies to all students. In the case of a special education student a team meeting shall be held prior to the exclusion or expulsion of the pupil. The team meeting will occur within five school days of a suspension and it will be determined whether the misconduct is related to the handicapping condition. The team will review any assessments and determine the need for further assessment and will review the I.E.P., and amend the goals and objectives or develop an alternative I.E.P. if warranted.

A pupil may be placed, through a team meeting and the I.E.P., in a more restrictive alternative but shall not be excluded or expelled when the misconduct is related to the pupil's handicapped condition. As the result of a Pupil Fair Dismissal Act proceeding that determines a pupils' misconduct is related to the pupil's handicapping condition, then the assessment, I.E.P., and least restrictive alternative shall be reviewed according to the provisions of 5 MCAR SS 1.0120-1.0129.

G. Suspension of School Bus Riding Privileges

A student may, at the principal's determination, forfeit his/her privilege of riding a school bus to or from school. The length and specifics of this forfeiture of bus ridership privileges will be dependent on the type of misbehavior, prior history, severity of the act, and other factors related to the incident. The principal shall determine the form of discipline.

**THE FOLLOWING SCHOOL BOARD POLICIES APPLY DISTRICTWIDE:**

Students may be subject to disciplinary action for conduct which has a direct and immediate effect on the discipline or general welfare of the school. This policy is particularly applicable when 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.

Corrective action will include communication with parent/guardian and may include but is not limited to:

- a. conference with teacher, professional support staff member, or principal
- b. in-service/education
- c. parental conference with school staff
- d. loss of school privileges
- e. detention; in-school suspension
- f. modified school program
- g. removal from class
- h. suspension of school bus riding privileges when the violation occurred on a school bus
- i. report filed with law enforcement
- j. suspension, exclusion, and/or expulsion from school

2. Physical Assault: Is an act which intentionally inflicts or attempts to inflict bodily harm upon another.

Corrective action will include communication with parent/guardian and may include but is not limited to:

- a. conference with teacher, professional support staff member, or principal
- b. education/education
- c. parental conference with school staff

- d. loss of school privileges
- e. detention; in-school suspension
- f. modified school program
- g. removal from class
- h. suspension of school bus riding privileges when the violation occurred on a school bus
- i. report filed with law enforcement
- j. suspension, exclusion, and/or expulsion from school

B. Damage/Loss to School and Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students.
  - a. conference with teacher, professional support staff member, or principal
  - b. inservice/education
  - c. parental conference with school staff
  - d. loss of school privileges
  - e. detention; in-school suspension
  - f. modified school program
  - g. removal from class
  - h. suspension of school bus riding privileges when the violation occurred on a school bus
  - i. report filed with law enforcement
  - j. suspension, exclusion, and/or expulsion from school
2. Theft: The act of intentionally and without claim or 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.

Corrective action will include communication with parent/guardian and may include but is not limited to:

- a. conference with teacher, professional support staff member, or principal
- b. inservice/education
- c. parental conference with school staff
- d. loss of school privileges
- e. detention; in-school suspension
- f. modified school program
- g. removal from class
- h. suspension of school bus riding privileges when the violation occurred on a school bus
- i. report filed with law enforcement
- j. suspension, exclusion, and/or expulsion from school

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.

Corrective action will include communication with parent/guardian and may include but is not limited to:

- a. conference with teacher, professional support staff member, or principal
- b. inservice/education
- c. parental conference with school staff
- d. loss of school privileges
- e. detention; in-school suspension
- f. modified school program
- g. removal from class
- h. suspension of school bus riding privileges when the violation occurred on a school bus
- i. report filed with law enforcement

- j. suspension, exclusion, and/or expulsion from school
2. School Disruptions: Any action that disturbs or interrupts the peace and good order of the school or school-sponsored activities.

Corrective action will include communication with parent/guardian and may include but is not limited to:

- a. conference with teacher, professional support staff member, or principal
  - b. inservice/education
  - c. parental conference with school staff
  - d. loss of school privileges
  - e. detention; in-school suspension
  - f. modified school program
  - g. removal from class
  - h. suspension of school bus riding privileges when the violation occurred on a school bus
  - i. report filed with law enforcement
  - j. suspension, exclusion, and/or expulsion from school
3. Failure to Identify Oneself: Failure to provide proper/correct identification or information upon request of a staff member.

Corrective action will include communication with parent/guardian and may include but is not limited to:

- a. conference with teacher, professional support staff member, or principal
  - b. inservice/education
  - c. parental conference with school staff
  - d. loss of school privileges
  - e. detention; in-school suspension
  - f. modified school program
  - g. removal from class
  - h. suspension of school bus riding privileges when the violation occurred on a school bus
  - i. report filed with law enforcement
  - j. suspension, exclusion, and/or expulsion from school
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 limited to, gloves, bandannas, 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 which promote an illegal activity.

D. Weapons

For the purposes of this policy, the prohibition of weapons includes:

Any device other than a firearm that constitutes a dangerous weapon within the meaning of Minnesota Statute 609.66, which 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.

Firearm, as defined in this policy, including destructive devices.

Replicas or look-alikes as defined by Minnesota Statute 609.713, subd. 3 (b) (2).

1. 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.

2. 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**

### **(1) "Firearm"**

- a. Definition:

Means (A) 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; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device; for the purpose of this definition only, as defined in 18 U.S.C. 921(a)(4).

- b. Procedures:

Report of a firearm in a student's locker, vehicle, or hidden in another location on school property within the student's control:

1. After confirming the presence of a firearm, administration will contact the police and provide information regarding the situation.
2. With police consultation, decisions will be made on how to proceed.
3. Secure the area and isolate the situation as need be.
4. With police assistance, determine the procedure to follow in removing the weapon and in apprehending the person who is said to have last possessed the weapon.
5. Designate "administrator in charge" and accompany police while in the building.
6. Contact parent or guardian.

Corrective Action including, but not limited to:

1. Mandatory confiscation of weapon(s).
2. 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.

Report of a student in possession of a firearm:

1. Administration notifies police and provides the following information: name of person; is he or she a student; what are the circumstances; what is their mental state; what is their present location.
2. Secure and isolate the area.
3. Contact parent or guardian.
4. Wait until the arrival of the police before approaching the individual unless determined otherwise with police agreement.
5. Designate "administrator in charge" and accompany police while in the building if deemed safe to do so.

Corrective action including but not limited to:

1. Mandatory confiscation of weapon(s).
2. 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.

Report of a person with a firearm out or shots fired:

1. Administration notifies police by dialing 911 and provides the following information: name of person; is he or she a student; what are the circumstances; what is their mental state; what is their present location.
2. Designate "administrator in charge".
3. Secure and isolate the area; partial or complete evacuation of the building may need to be ordered by administration by using a predetermined coded signal communicated to the staff.
4. Contact parent or guardian.
5. Wait for police before proceeding; do not attempt to disarm the individual.

Corrective action including but not limited to:

1. Mandatory confiscation of weapons.
2. 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.

**(2) "Weapons, excluding firearms"**

a. 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:

1. Ammunition
2. Knives of all types
3. Clubs, nunchucks, black jacks, lead pipe and throwing stars
4. Metal knuckles
5. Darts, chains, or unauthorized tools
6. Explosives, including fireworks, firecrackers, smoke bombs or other chemicals
7. Flammable or combustible liquids
8. Any other device or instrument used to intimidate, threaten, or inflict harm

b. Procedures:

Course of action to be determined by the building administrator.



Corrective actions including but not limited to:

1. Mandatory confiscation of weapon
2. First offense: warning and parent contact
3. Successive offenses: K-6 from 1 to 5 days suspension; grade 7 – 12 a five-day suspension
4. Parent conference; possible behavioral contract

**(3) “Any Object”**

a. Definition:

Means any object used to inflict bodily harm and/or intimidate, or cause fear.

The following are examples of such objects but not limited to:

1. Belts
2. Combs
3. Pencils
4. Files
5. Compasses
6. Scissors
7. Poisonous chemicals
8. Replica firearm: as set forth in M.S.609.71, Subd.3

b. Procedures:

Course of action to be determined by the building administrator.

Corrective actions including but not limited to:

1. Mandatory confiscation of weapons.
2. First offense: warning and parent contact
3. Successive offenses: K-6 from 1 to 5 days suspension; grade 7-12 a 5 day suspension.
4. Parent conference; possible behavioral contract.

\*The Detroit Lakes School District will share weapons violation information only with another school district.

E. Substances (Dangerous, Harmful, Illegal, or Nuisance Substances or Articles)

1. The Board of Education of ISD #22 has adopted a chemical abuse policy which applies to all students K-12. The Board of Education has also adopted MSHSL Rules and students involved in MSHSL activities are also subject to those rules.
2. 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.
3. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities.
4. Use of Tobacco: Tobacco use by students is prohibited at school, on school buses, at school-sponsored activities, and on school grounds.
5. Inhalants: Students are prohibited from using, possessing, distributing, or being under the influence of any inhalant at school, on school grounds, at school-sponsored activities, or on school buses.
6. 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.

Corrective action taken should be consistent with ISD #22 Chemical Dependency Policy D19/CHEM.1-9

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 chaperons, 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.

### **ELIGIBILITY AND SCHOOL ACTIVITIES POLICY**

A positive and supportive educational image of the Detroit Lakes Public Schools is important to all school district entities as well as the community of Detroit Lakes as a whole. For this reason, the school district expects that every student will be held to a high standard of behavior and conduct, both at school and away from school, including nights, weekends, and vacation periods. The entire policy is available upon request from any school office or on-line at [www.dlschools.net](http://www.dlschools.net).

### **GRADUATION REQUIREMENTS**

In order for students to graduate and earn a diploma from the Detroit Lakes Public Schools the following general conditions must be met:

1. The equivalent of 48 semester credits must be satisfactorily completed;
2. All required Minnesota state assessments must be passed;
3. All Minnesota Academic Standards requirements must be satisfactorily completed.

A complete complete copy of the Board Policy 613 – Graduation Requirements can be found at the district's website at [www.dlschools.net](http://www.dlschools.net) or at any school office or the district's administration center.

### **GRADUATION - EARLY**

Students may be considered for early graduation, as provided for within Minn Stat. '120.80, upon meeting the following conditions:

1. All course, credit and academic standard requirements must be met.
2. The Principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education.
3. The Principal's decision shall be in writing and may be subject to review by the Superintendent and school board.

Early graduation is a privilege, and requires the written approval of a student's parent/guardian, a school counselor, and the principal. It also requires advanced planning so that the student meets all requirements established by the State Department of Education and the Board of Education of ISD#22. Students contemplating early graduation should contact the Counseling Center for additional information. Students who are early graduates, but who return to take additional classes, are subject to the same regulations and rules as all other students. In order for early grads to be eligible for spring activities:

1. You cannot accept your diploma until spring graduation exercises.
2. You must be properly enrolled and attending school regularly.
3. You must be carrying a minimum of six credits in the spring semester.
4. When you graduate and are a member of a team with a season in progress, you may complete the season providing three or fewer weeks remaining of the regularly scheduled contests, excluding tournament play.

### **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. 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 at risk of not participating in the ceremony will be informed of their status on a regular basis throughout the school year.