



**STUDENT/PARENT HANDBOOK**

**2025-2026**

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# CLASS SCHEDULE

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



# 25-26 District Calendar

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

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

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

<p><b>July • 2025</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p><b>January • 2026</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
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## DLALC MISSION

The mission of Detroit Lakes Public Schools is to simply deliver educational excellence. You will often hear “Laker Pride” used around the district. A further illustration of our mission is represented in the graphic below. In addition our building goals are directly tied to this idea of “Laker Pride.” This graphic represents our road map for success not only at the district level, but at the building level as well.

### Laker PRIDE

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

## ALC Programs

**The Credit Recovery Program** is designed for students who need to do most of their high school work independently. Students are required to meet with an instructor for an hour and then complete necessary units of work. They meet with the teacher again to review work and get the next assignment. A total of 75 hours is equal to a semester credit. This program is flexible and tailored to meet individual learner needs.

Please help communicate the importance of academic interventions with your student. Utilizing this time in our schedule effectively helps students who have questions, need extra support, or are struggling. Remember that our goal is to prepare students for success beyond our walls! Having flexible time in our schedule helps teach students how to prioritize and be responsible for their own learning. Two very important skills required as an adult!

\*If you are not caught up in courses or are struggling this is the primary resource to take advantage of!

**The Seat-based Program** is designed for students who need the structure of a traditional school day, but a different educational experience. Students participate in hands-on activities, community involvement, and a variety of field experiences. A focus of this program is to work on the barriers or obstacles that cause students

to struggle in school. Small groups and social activities are utilized to develop school skills. Strong partnerships with community businesses and agencies are also utilized.

**The Recovery School** is designed for students who are committed to sobriety. Detroit Lakes Recovery School is dedicated to assisting students in recovery to maintain their sobriety, achieve academic success, and experience social and emotional growth.

## **PROGRAM COMPONENTS**

### **Intervention Based Education**

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

### **Restorative Measures**

Restorative Measures is a practice based on using disciplinary situations as an opportunity to repair the harm done and learn from the experience. This model focuses on learning from mistakes, taking responsibility, and providing some sort of restitution instead of a consequences only approach to discipline.

### **Community Involvement**

Students are required to participate in service learning or work experience community participation class. 1 semester (75 hours) is required outside of their school day.

### **Enrollment**

Students, who wish to attend the Area Learning Center as an alternative to their traditional high school, **need to be referred** to the Student Assistance Team for consideration of educational placement. Students can refer themselves (with parent approval), or by staff, parents, or community agencies.

Students must qualify for enrollment in alternative education services. These qualifications are defined by the Graduation Incentives Criteria.

The Student Assistance Team will consider many educational services and options as they work with parents and students to create positive educational experiences. Alternative education services may or may not be recommended.

### **Dismissal**

Students who are not making adequate progress may be dismissed from the seat-based program. Students, parents, staff, and community interventions will be utilized to problem solve obstacles or barriers and provide support. When student effort and/or resources have been exhausted, students will be referred back to their residential high school, or the Independent Study Program for continued educational programming. A student may be dismissed immediately or after numerous interventions dependent on circumstances and/or parent and student efforts.

# ATTENDANCE

## DLALC ATTENDANCE PHILOSOPHY

### *“Every Student, Every Day”*

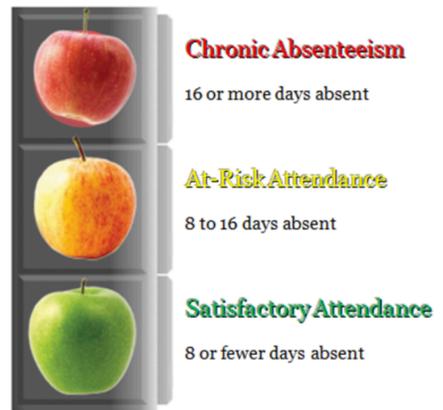
A student’s academic success is directly related to regular, daily attendance. Students who attend school every day receive opportunities for important contact with their teachers, a safe and stable environment, and establish a record of responsibility and dependability for themselves.

Detroit Lakes ALC’s minimum attendance goal for every student is 90% attendance. This means a student should not miss more than four days each semester or eight days during the course of the school year. Students who are absent from school for unauthorized reasons must understand that many of the activities that happen in class are not possible to make up and their grades could suffer because they have missed valuable learning opportunities because of their absences.

Minnesota state law (MN 120A.22; 120A.34) states the parents of every child between the ages of seven and 17 are responsible for ensuring their child receives instruction with the primary purpose of that instruction being that the child acquires the knowledge and skills essential for effective citizenship.

The Detroit Lakes ALC’s attendance procedures are guided by research from the organization Attendance Works. The idea behind this system is that we spend effort proactively teaching the importance of attendance, communicating effectively to parents and families about attendance issues, use attendance data to problem solve attendance issues, and creating high quality relationships with students and families so that coming to school is a priority. Please understand that any absence, even “excused absences” can have an effect on student achievement. The graphic below illustrates the difference between truancy and chronic absenteeism. Our goal is to reduce absences of all types so that our students have the best possible chance for success in their education! You will often hear the phrase: “Every Student, Every Day” when we talk about attendance.

### When Do Absences Become a Problem?



### Truancy Vs. Chronic Absence

#### TRUANCY

- Counts only unexcused absences
- Emphasizes compliance with school rules
- Relies on legal & administrative solutions

VS.

#### CHRONIC ABSENCE

- Counts all absences: excused, unexcused & suspensions
- Emphasizes academic impact of missed days
- Uses community-based, positive strategies

### **OTHER REMINDERS ABOUT ATTENDANCE:**

- Student academic and personal achievement is the primary purpose of DLALC. To achieve at a high level regular attendance is critical.
- To ensure student safety and accountability, families need to know if their children are absent from school.
- Students who are tardy will be subject to consequences determined by the classroom teacher. Chronic tardiness will be referred to the administrator for review.

### **PARENTAL NOTIFICATION OF STUDENT ABSENCES**

A student becomes a “Continuing Truant” when a child who is subject to the compulsory instruction requirements (MN Statute 120A.22) is absent from instruction without valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) one class period on three separate days if the child is in middle school, junior high school, or high school.

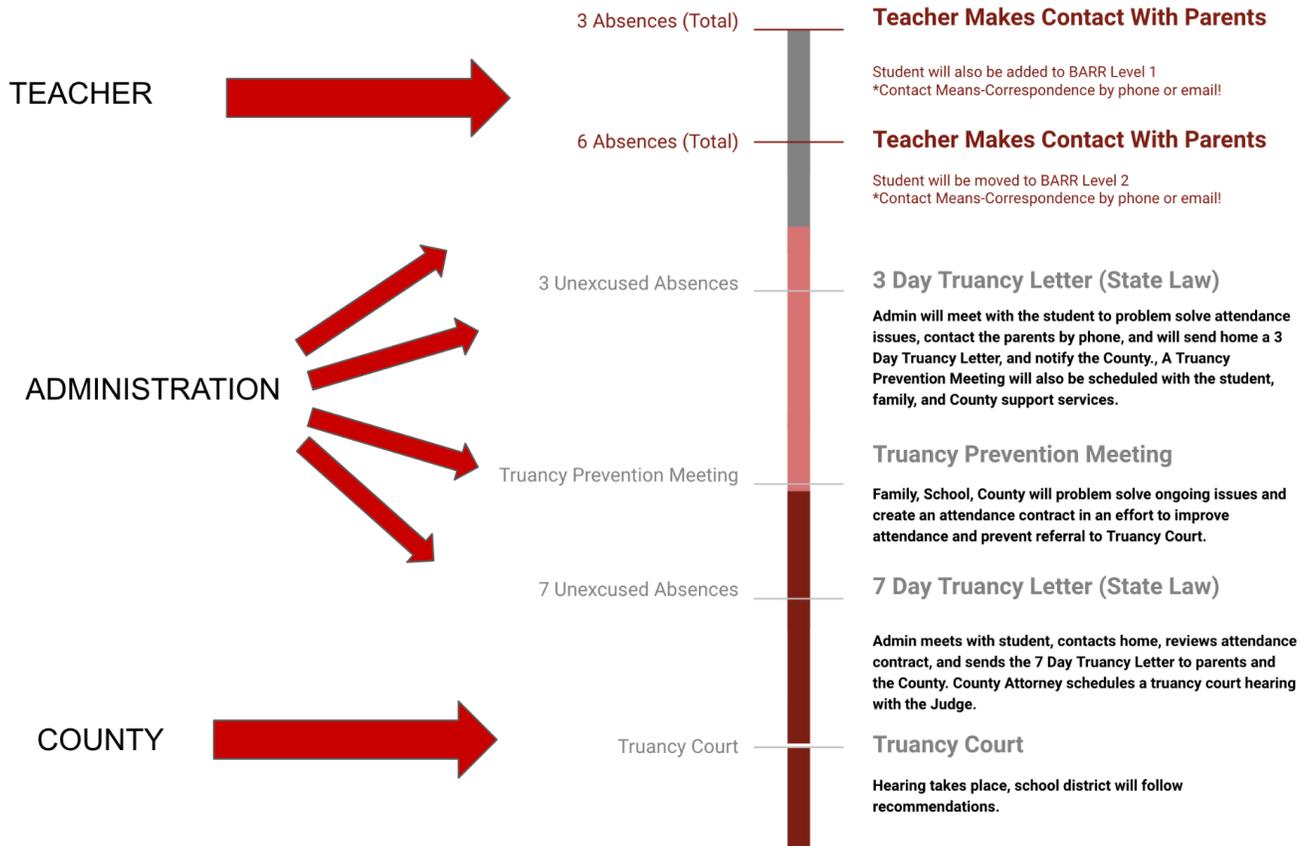
DLALC follows state law concerning the procedure for addressing student absences (MN Statute 260A.01 - 260A.07)

- Upon the 3rd accumulated Non-Exempt absence, the school can notify the student and parents via phone/letter that their child has 3 absences in said class period. They will be invited to set up a meeting with the school. Becker County Social Services will also be notified.
- The purpose of these truancy prevention meetings is to problem solve issues causing poor attendance and create an attendance contract that prevents further absence from school.
- Upon the 7th accumulated Non-Exempt absence, the school can notify the student and parents via phone/letter. A meeting with the School Attendance Review Board will be required.
  - On the seventh unexcused absence the Becker County Social Services and the Becker County Attorney will be notified, requesting a petition of truancy be filed for those students required to be in school by the laws of the State of Minnesota.

\*Remember that if students continue to accumulate Non-Exempt absences, especially after the implementation of a truancy improvement plan and referral to Becker County, they can be dropped/failed from a course and lose credit. Students who are dropped or fail a course have to make up credits using the credit recovery options provided in the district.

### **DLALC ATTENDANCE INTERVENTION PROCEDURES**

The graphic below outlines the specific procedures that DLALC follows when attendance concerns arise. All teachers, administrators, counselors, and support staff in our building work together each week to help students find success.



### **DROP/FAIL FOR ATTENDANCE REASONS**

Unexcused and Non-Exempt student absences could result in a student being “Drop/Failed” from a course. Our highest priority is getting students to attend classes so that they can stay on track, earn credits, and graduate! Understand that courses at the High School level cannot simply be “made up” after lengthy time periods of learning loss. Particularly if a student shows a continued pattern of absences or no effort in their courses without any improvement after staff intervention.

- Students who have been non-exempt in a class are eligible to be dropped from the classes they have been skipping. Drop/Failing a class will not happen until they qualify for the 7 Day Truancy Letter and will be built into their Attendance Contract.

### **ABSENCE CLASSIFICATIONS**

Exempt Absences	Non-Exempt Absences
<ul style="list-style-type: none"> <li>● Absences approved by the state of Minnesota (120A.22):               <ul style="list-style-type: none"> <li>○ child illness verified by medical provider school nurse in writing</li> <li>○ medical, dental, orthodontic, or counseling appointments verified by the medical provider in writing;</li> <li>○ family emergencies (such as a house fire, critical injury to parent/guardian)</li> <li>○ the death or serious illness or funeral of an immediate family member</li> <li>○ active duty in any military branch of the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Medical appointments not verified by medical provider</li> <li>● College visits (beyond the first two per year)</li> <li>● Driver’s training instruction</li> <li>● Emergency family matters not excused by the State of Minnesota</li> <li>● Family trips (beyond the first five days per year)</li> <li>● Others as determined by administration</li> <li>● Leaving campus without following proper check-out procedures in the office</li> <li>● Unverified absences</li> </ul>

<p>United States</p> <ul style="list-style-type: none"> <li>o The child has a condition that requires ongoing treatment for a mental health diagnosis</li> <li>o Religious observations approved by parents (must notify DLALC in writing beforehand)</li> <li>● Absences approved by school administration: <ul style="list-style-type: none"> <li>o Child illness not verified by medical provider or school nurse (Medical verification required after the eighth cumulative non-medically verified absence due to illness)</li> <li>o School supported extra/co-curricular activities</li> <li>o School suspensions</li> <li>o Court dates/appearances</li> <li>o College visits approved by administration (2 days per year; must notify DLALC in writing before the absence)</li> <li>o Transportation problems (1 per year)</li> <li>o Family trips (up to five days per year; includes hunting; must notify DLALC in writing before the absence)</li> <li>o Others as determined by administration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Personal appointments or activities</li> <li>● Babysitting</li> <li>● Transportation problems (any after 1 exempt)</li> <li>● Oversleeping, Running Late, studying, volunteering, etc</li> <li>● Skipping their assigned class period for any other reason</li> <li>● Others as determined by administration</li> </ul>
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\*The reasons for not being in school listed under the Non-Exempt categories of Excused and Unexcused are examples and not to be considered a complete list. Any reason given that does not fall under the Exempt category will be considered Non-Exempt at the discretion of administration.

**ABSENCE REPORTING PROCEDURES**

- Parents are to contact the school prior to, or the day of, all planned absences and provide a reason for the student’s absence.
- Absences which are not reported to the school with the required documentation when the student returns to school will be considered Non-Exempt.
  - o Appointment verification is required for any appointments which take a student out of the school building during the school day.
  - o Students are required to return to school with an appointment card from the clinic that includes the date and time of the appointment and are required to present this information to the office before going to class.
  - o Appointments should be scheduled during a student’s lunch or after school.
- The school district may require a signed note from a medical professional for absences due to illness or medical reasons, especially when those absences become excessive.
- A student who is absent due to participation in a school-sponsored activity does not need to be excused by a note or phone call from a parent.
- Students who are 18 years old and are independent as defined by section 152 of the Internal Revenue Code and who have provided documentation of independence may excuse their own absences, but are required to abide by all DLALC attendance rules and regulations. 18 year old students who are claimed as dependents by their parents or guardian are, in accordance with Minnesota Statute

120A.20, governed by the same set of rules and regulations that are applied to all other students.

- If a student arrives at school after classes have started or will be leaving before the school day has ended, they must report to the office to check-in and check-out.

### **PARTICIPATION IN ACTIVITIES**

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

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

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

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

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

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

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

# STUDENT SUPPORT RESOURCES

## COUNSELORS and ADVISORY

The school counselor and advisors play an important role in the development of our high school students. DLALC has one school counselor that provides student support for social and emotional well being, academic planning, college and career readiness. This brings unique experience and expertise to our school to serve our students as a connection to resources, advocates, liaisons between teachers, parents, and administration and most importantly as trusted adults to support our students throughout their high school careers.

## STUDENT SUPPORT SERVICES

DLALC also provides student support services to meet the needs of all students. In addition to school counselors, DLALC provides a Native American College and Career Facilitator, Chemical Health Coordinator, and has access to Stellher Mental Health Services. These groups all work together to provide appropriate services for all of our students at DLALC.

Student Support Services	
Nathan Anderson School Counselor nanderson@detlakes.k12.mn.us	Amy Goodwater, LADC Recovery School Counselor agoodwater@detlakes.k12.mn.us
Jenny Mernitz Stellher Human Services jmernitz@detlakes.k12.mn.us	Cara Myers Special Education cmyers@detlakes.k12.mn.us
Melanie Holmquist Native American College and Career Facilitator <a href="mailto:mholmquist@detlakes.k12.mn.us">mholmquist@detlakes.k12.mn.us</a>	

## SUICIDE PREVENTION RESOURCES

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

## ACADEMIC INTEGRITY (CHEATING / PLAGIARISM)

### Having academic integrity means:

- Being intellectually honest
- Possessing personal truthfulness
- Learning for its own sake
- Valuing the creations and opinions of others

### You are *acting* with academic integrity when you:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor or administrator

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

## WHAT DOES CHEATING LOOK LIKE?

- **Sending answers, copies of assignments, or sharing Google Docs of assignments electronically with friends! (\*This has been a common problem since the Pandemic!)**
- Presenting someone else's information/work as your own (with or without their permission) or allowing someone else to use your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) to bypass steps of an assignment.
- Using forbidden material, such as cheat sheets, graphing calculators, or cell phones, during an exam.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Being dishonest with your teacher such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam, ie. "My dog ate my homework"!
- Missing class in order to avoid turning in an assignment or taking a test.

## WHAT ARE YOUR RESPONSIBILITIES?

- Read and know the *DLPS Academic Integrity Policy* AND observe all rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework. Do not use study aids (ie. Sparknotes).
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; make sure it is pre-approved by the teacher.
- If working with other students is not approved, the assignment must be completed on your own.

- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests/quizzes:
  - Keep your paper covered and your eyes on your own paper.
  - Clarify if notes, calculators, etc. can be used on the test.
  - Do not talk during a test except to the teacher.
  - Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

**WHAT ARE THE CONSEQUENCES?**

*Students can face disciplinary consequences for academic dishonesty. These can include everything from losing credit and having to redo the assignment to suspension from school depending on the severity of the cheating. Keep in mind that this can also cause a “Code of Conduct” Violation from MSHSL sports and activities!*

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

**POLICY 621: GRADING AND REPORTING OF PUPIL ACHIEVEMENT**

**I. PURPOSE**

The purpose of this policy is to establish grading and reporting practices that reflect a student's academic achievement of the course standards.

**II. GENERAL STATEMENT OF POLICY**

It is the Detroit Lakes Public School District's responsibility to ensure grades represent an accurate measure of each student’s level of achievement pertaining to established local, state or national standards and the essential learning outcomes related to those standards.

For this reason, the District shall establish a clear and accurate system of grading student achievement and shall provide students, parents, teachers, and the community with reports that accurately reflect this information.

The Detroit Lakes Public Schools supports a system of guiding principles for clear and accurate grading and reporting policies and procedures. To achieve these goals, the grading and reporting system must reflect academic achievement; contain meaningful feedback; be honest, fair, transparent, credible, useful and user friendly; be criterion referenced; align with school board approved Detroit Lakes Public Schools curriculum; reflect consistency within and among courses, grade levels, departments, and/or schools; communicate in a clear and timely manner information to parties; reflect high expectations of all students across all courses and programs; and be developmentally appropriate for all students.

**GRADING PARAMETERS**

- A. The primary purpose of grading is to determine the level of achievement of students related to essential learning expectations.
- B. Additional purposes for grading include:
  1. providing information to the students, their families, employers, and post-secondary institutions.
  2. providing information that students can use for self-evaluation.
  3. providing information that teachers can use to modify planning and instruction.
  4. evaluating the effectiveness of instructional programs.

**A complete copy of Policy 621 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net) or <http://dlschools.net/page/2706>.**

## **GRADING OF COURSES**

**DLALC Uniform Grading Scale:** Unless the course has been granted an exception or is under specified grading parameters because it is a concurrent enrollment course, final grades are determined by at least **85%** of the final grade coming from Summative Assessments and at most **15%** coming from Formative Assessments for all courses.

- **Summative Assessments** are work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.
- **Formative Assessments** are work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, homework, rough drafts, peer editing, or notebook checks).

All teachers at DLALC will use the following grading scale to determine final grades for all of their courses.

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 60%

## **LETTER GRADE DESCRIPTIONS**

For “Regular” courses (non-weighted courses):

<u>Grade</u>	<u>Grade Pts</u>	<u>Description</u>
A	4	Superior or excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B	3	Above Average or very good work. Student performance demonstrates above-average comprehension of the course materials and meets or exceeds course expectations on all tasks as defined in the course syllabus.
C	2	Average work or competence. Student performance demonstrates incomplete understanding of course materials, but still meets basic course expectations.
D	1	Below average or unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
F	0	Failure. Student performance is significantly below teacher expectations and quality of work is of very poor quality and/or completeness.

## **REASSESSMENTS**

The purpose of reassessment is to ensure that students have competency in the learning outcomes identified as essential. It is not designed for students to just earn enough points to get an “A” in the course or to “Pass” courses. Students will be allowed to take a reassessment on content if they complete the necessary steps outlined in the reassessment plan by the instructor of the course. Each instructor has a communicated reassessment plan that must be completed prior to any student getting a “retake” on a summative assessment. Remember that the ultimate goal of reassessment is to demonstrate learning and mastery, not just earn points. Additionally, all reassessments will follow the procedure outline below:

- A teacher may require students to complete all formative assessments tied to the summative assessment that is being retaken.
- A teacher may require students to complete all the steps in the “reassessment plan” that they have communicated at the beginning of the course. This includes a relearning plan detailing what students will need to do in order to earn a reassessment.
- No “blind reassessments;” students do not automatically get to just retake any assessment without demonstrating relearning. Remember that the goal is competency in learning, not earning points!
- The reassessment grade will never be lower than the original grade.
- The teacher may assign a reasonable timeline for reassessment. Typically this timeline is 2 weeks (10 days) from the time that feedback was provided on the original assessment.
  - ◆ Students have ten days from the date they receive feedback on the original assessment to meet with their teacher, complete their relearning, and schedule their reassessment.

## **DEADLINES**

A common misconception in today’s grading practices is that “there are no deadlines” for students. This is not accurate. Showing up reliably and on time everyday is perhaps one of the most important skills of all! At the same time we also understand and value that not all students learn at exactly the same pace. Below is an outline of some common deadlines that are given.

- Students will be allowed a reasonable amount of time to complete a “reassessment” or “retake” on a summative assessment.
  - ◆ Typically this is 10 school days from when feedback was given on the original assessment.
- Teachers may have a more strict deadline for Formative Assessments (practice).

## **GRADUATION REQUIREMENTS**

In accordance with Board Policy #613, the graduation requirements for DLALC are reflected in the table below. The graduation requirements are based on MN State Statute and local requirements determined by the Board of Education. The table below reflects the MN and local graduation requirements in addition to the elective credits that students have the opportunity to take over the course of their academic career.

*Students are required to earn 43 credits to graduate.*

<b>Graduation Requirements</b>	<b>Class of 2024 and Beyond</b>
Health	1
English	8
Mathematics	6
Physical Education	3

Science	6
Social Studies	7
Fine Arts	2
Financial Literacy	1
<b>Total required MDE+Local credits</b>	<b>34</b>
<b>General Elective Credits</b>	<b>9</b>
<b>Total Credits Required</b>	<b>43</b>

### **GRADUATION CEREMONY PARTICIPATION**

Participation in the Graduation Ceremony is a privilege extended to students who have met all state and school district graduation requirements and are in good standing with the school.

Examples of not being in good standing include, but are not limited to:

- Not accumulating enough credits
- Being under suspension or expulsion
- Committing school pranks that cause disruption, endanger other students, or damage school property.

All required coursework must be completed and turned in to the classroom teacher. Students at risk of not participating in the ceremony and their parents are informed of their status on a regular basis throughout the school year.

## **STUDENT ACTIVITIES**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>	<b>FULL YEAR</b>
Boys Soccer - 8AA (Justin Wegleitner)	Alpine Skiing - 5A (Matt Brunkow)	Adaptive Bowling - 1A (Scott Piepkorn, Ethan Walz))	Business Prof of America (Braeden Hogie)
Boys Cross Country - 8AA (Bill Kvebak)	Boys Basketball - 8AAA (Brett Maass)	Band Contest - 8AA (Tim Siewert)	DeLakonian (Yearbook) (Amy Knopf)
Girls Cross Country - 8AA (Ryan Zunich)	Boys Hockey - 8A (Ben Noah)	Boys Baseball - 8AAA (TBD)	FFA (Alyssa Mitchell)
Fall Musical (Nathan Thelen)	Boys Swimming - 5A (Will Blasczyk)	Boys Golf - 8AAA (Vern Schnathorst)	Interact (Nathan Ochsner)
Football - 8AAAA (Reed Hefta)	Boys Wrestling - 8AA (Taylor Nien)	Boys Tennis - 8AA (Zach Biggar)	Jazz Band - 8AA (Tim Siewert)
Girls Tennis - 8AA (Greg Unruh)	Cross Country Skiing - 8A (Dan Josephson)	Boys Track - 8AA (TBD)	Key Club (Amy Lakin)
Girls Soccer - 8AA (Ben Astuen)	Dance Team - 4AA (Britton Ramsey)	Choir Contest - 8AA (Nathan Thelen)	Laker Singers - 8AA (Nathan Thelen)
Girls Swimming - 8A (Sam Salathe)	Girls Basketball - 8AAA (Rachel Johnson)	Girls Golf - 8AAA (Dustin Martin)	Knowledge Bowl (Jennifer Burnside)

Girls Volleyball - 8AAA (Rachel Solum)	Girls Gymnastics - 8A (Leeza Lindegaard)	Girls Softball - 8AAA (TBD)	National Honor Society (Jennifer Burnside)
Cheerleading - 1A (Carly Manjorin)	Girls Hockey - 8A (Scott Piepkorn)	Girls Track - 8AA (Maggy Doll)	Native American Student Council (Melanie Holmquist)
	One-Act Play (Nikki Caulfield)	Prom Committee (Samantha Link)	Pep Band (Tim Siewert)
	QWERTY Robotics - 1A (Christin Mohr)	Spring Play - 8AA (Nikki Caulfield)	Philanthropy and Youth (Sara Pender)
	Speech - 8AA (Jennifer Burnside)	Trap Shooting - 1A (Cory Haverkamp)	Student Council (Mary Haus)
			Target (TBD)

**USER FEE SCHEDULE FOR ACTIVITIES**

Grades 9-12 . . . . . \$135.00 for each activity  
 Grades 7-8 . . . . . \$75.00 for each activity  
 Maximum per family . . . . . \$480.00 per year  
 Free/Reduced Lunch.....\$20.00 for each activity

\*User fees may vary - Some activities have a facility fee that does not apply to family max.  
**\*\*You must register and pay online for each activity you participate in!**

**GROUPS EXEMPT FROM FEES:** Student organizations, Yearbook, Honor Society, Foreign Exchange Students, Student Support Personnel (Student Managers), and Student Council.

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

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

\$65 Adults with GoFan Fees

\$12.50 Students with GoFan Fees

Purchase season passes and event tickets online at [www.dllakers.com](http://www.dllakers.com). Passes DO NOT apply to MSHSL playoffs or tournaments.

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

\$8 Adults with GoFan Fees

\$6 Students with GoFan Fees

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

**HOW CAN STUDENTS REGISTER FOR ACTIVITIES?**

All registration can be found at [www.dllakers.com](http://www.dllakers.com) by or by clicking on this link:  
<https://dlschools-ar.schooltoday.com/>

If you have questions or problems with registration please contact Abby Pettit at [apettit@detlakes.k12.mn.us](mailto:apettit@detlakes.k12.mn.us)

## **ELIGIBILITY AND SCHOOL ACTIVITIES POLICY**

The Detroit Lakes Public Schools adopts, and follows the Minnesota State High School League (MSHSL) rules for all extracurricular activities. In addition to the MSHSL rules, the district has established policies that pertain to student eligibility in activities. These rules and procedures will be shared with coaches/advisors, athletes and parents prior to the start of an activity.

**The entire policy is available upon request from any school office, the district administration office, or on the school website located at [www.dlschools.net](http://www.dlschools.net).**

# **BEHAVIOR & DISCIPLINE**

## **POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY**

### **I. PURPOSE**

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

### **STUDENT RIGHTS**

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

### **STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

### **CODE OF STUDENT CONDUCT**

- The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- The use of profanity or obscene language, or the possession of obscene materials;
- Gambling, including, but not limited to, playing a game of chance for stakes;
- Violation of the school district's Hazing Prohibition Policy;
- Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- Opposition to authority using physical force or violence;
- Using, possessing, or distributing tobacco or tobacco paraphernalia;
- Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
- Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- Violation of the school district Weapons Policy;
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- Possession, use, or distribution of fireworks or any substance or combination of substances or article

prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

- Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- Violation of any local, state or federal law as appropriate;
- Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- Violation of school bus or transportation rules or the school bus safety policy;
- Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Possession or distribution of slanderous, libelous or pornographic materials;
- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- Criminal activity;
- Falsification of any records, documents, notes or signatures;
- Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Impertinent or disrespectful language toward teachers or other school district personnel;
- Sexual and/or racial abuse and/or harassment;
- Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

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

### **DISCIPLINARY ACTION OPTIONS**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

- **Examples of privileges afforded to students that may be lost due to misbehavior include: Open Lunch, parking in the school lot, attending school activities as a spectator, attending school dances and Prom, being part of the Homecoming or Snoball coronation, participation in the Graduation ceremony, participating in athletic competitions, among others.**

### **REMOVAL OF STUDENTS FROM CLASS OR ACTIVITY PERIODS**

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

### **GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING:**

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

### **REASONABLE FORCE STANDARD**

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

force)

### **POLICY 413: HARASSMENT AND VIOLENCE POLICY**

Everyone in the Detroit Lakes Public School has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence.

A harasser may be a student or an adult. Harassment may include, but is not limited to any of the following when related to race, religion, sex or gender:

- a. Name calling, jokes or rumors;
- b. Pulling on clothes;
- c. Graffiti;
- d. Notes or cartoons;
- e. Unwelcome touching of a person or clothing;
- f. Offensive or graphic posters, book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, or the District Human Rights Officer.

You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, or the District Human Rights Officer. Your right to privacy will be respected as much as possible.

We will take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

**A complete copy of Policy 413 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).**

### **POLICY 417: CHEMICAL USE/ABUSE POLICY/PROCEDURES**

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

1. A positive relationship exists between successful school experiences and sound physical, mental, social and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and to provide an effective response system to conditions which threaten that atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.
5. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate

services.

6. If treatment becomes necessary outside the school setting, every effort must be exerted to effect a successful continuation in/or re-entry into the school system.

**A complete copy of Policy 417 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).**

### **ALCOHOL SCREENING FOR AFTER SCHOOL EVENTS**

Detroit Lakes Public Schools may choose to administer alcohol screening tests to students who choose to attend after-school events such as dances, Prom, athletic contests, etc. Students who are detected to have alcohol in their system will be referred to an on-duty officer from the Detroit Lakes Police Department. Our School Resource Officer is always involved in these screenings.

### **POLICY 526: HAZING POLICY**

At Detroit Lakes Public Schools, hazing means committing an act against a person or coercing a person into committing an act that creates a risk of physical or emotional harm to a person (with or without the person's consent) in order for the person to be initiated into an organization or for any other purpose. Hazing activities of any type, including displays of clothing or other articles that promote hazing activities, are inconsistent with the educational goals of the school district and are prohibited at all times. The district's hazing policy applies to behavior that occurs on or off school property and during and after school hours and applies to any student organization even if the group is not an official school organization.

**A complete copy of Policy 526 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).**

### **POLICY 514: BULLYING PROHIBITION POLICY**

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

#### **I. PURPOSE**

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

#### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited

conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred

Consequences for students who commit acts of bullying or other prohibited conduct may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or knowingly make a false report of bullying may result in disciplinary action up to and including termination or discharge.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is 514-3 objectively offensive and:
  1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall

be considered complaints as well.

- C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker as soon as possible but in no event longer than one school day. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct.

Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engage in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to the school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to as soon as possible but in no event longer than one school day and effectively intervene to stop prohibited conduct.

2. The complex dynamics affecting a perpetrator, target, and witness to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the
  4. target or victim of bullying or other prohibited conduct in school;
  5. The incidence and nature of cyberbullying; and
  6. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

## **NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

## **DRESS CODE**

At Detroit Lakes Public Schools we believe students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. We expect Lakers to be recognized for their academic excellence and personal qualities such as character, leadership, and respect. Dress and appearance should promote respect, responsibility, and safety.

The purpose of the DLALC dress code is:

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

### **Acceptable clothing will follow these general guidelines:**

1. Is suitable for the weather.

2. Does not create a health or safety hazard.
3. In line with the demands of the activity being performed (e.g. physical education, machine and wood shops, science laboratories). Students will be advised of any special clothing requirements prior to their participation in a class or activity.

**Unacceptable clothing:**

1. Creates a potential danger to students' health and safety
2. Creates disorder/distracton in the learning environment
3. Causes others to be intimidated by fear or violence
4. Apparel promoting illegal activity by minors (For example, drugs or alcohol)
5. Is offensive or discriminatory in nature (lewd, sexual in nature, or promotes chemical use)

Parents/guardians and students are requested to take the proper steps to ensure that their student's attire meets all of the standards of the school's dress code.

The following guidelines apply not only to the school day, as well as to all regular school activities (games, dances, etc.) regardless of the location of the activity. The school day is defined as beginning when a student arrives on campus until school is dismissed at 3:30 PM.

**Specific Clothing Guidelines:**

1. Clothing must cover all undergarments at all times.
2. Students must wear some type of footwear at all times.
3. No sunglasses allowed.
4. No immodest clothing allowed.
  - a. Students' tops must have straps of at least 2 inches in width (a person's middle three fingers are approximately 2 inches wide)
    - i. Students shall not wear spaghetti strap tops, tube tops, halter tops, backless garments, "muscle" tops, strapless garments, see-through garments, etc., excessively tight clothing, or clothing that exposes the midriff or cleavage.
  - b. Students' shorts, skirts, and dresses will reach at least to their mid-thigh in length (when standing straight, a person's fingers will usually reach their mid-thigh)
    - i. Students are encouraged to wear leggings or tights under shorts, skirts, and dresses that may be in violation of the length requirement. Leggings shall not be "fishnet" or "sheer."
    - ii. Students wearing clothing with large holes above the length requirement must provide coverage beneath so skin is not visible.
5. Clothing shall not:
  - b. Damage school property.
  - c. Promote products or activities that are illegal for minors.

- d. Evidence gang membership or affiliation
- e. Bear a message that is lewd, vulgar, or obscene.
- f. Contain objectionable symbols, signs, words, objects, or pictures.
- g. Communicate a message that is racist, sexist, or otherwise derogatory.
- h. Approve, advance or provoke any form of harassment and/or violence against any individual or group of people.

School administration reserves the right to make determinations relating to appropriate dress and attire in the event that questions arise relating to the details above. Minimally, students who are in violation of the dress code will be asked to remove offending items. Students whose clothing is particularly offensive or who continue to violate this policy or who willingly fail to comply with directives to remove offending items will face disciplinary action for insubordination.

**SOCIAL MEDIA PROCEDURES**

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a “nexus”) between the behavior and the school and the behavior materially disrupts the school in some manner. Social media can be one of these “nexus” to school and often is the place where harassment, bullying, hazing, and even cheating on academics take place in today’s world. Understand that the primary responsibility for monitoring student use of social media lies with the parent. DLALC will respond in accordance with the discipline policies established by our School Board and by the State of MN when students are harassed, bullied, otherwise mistreated, or participate in academic dishonesty using social media or other online means. One of the best tools we have to combat these online forms of bullying is to promote healthy use of social media with our children. Below is a social media emergency plan that we employ when issues arise on social media. Please help us by monitoring your student’s use of social media accounts, and by reporting issues that you see to administration.

Social Media Emergency Plan - has a list of linked information on how to report things on different programs.

- Parents can lock down their kids’ accounts on different programs.
- Investigation Plan: determine High, Medium, and Low Risk issues:
  - Step 1: Determine nature of the threat
  - Step 2: Investigate and Remove
  - Step 3: Communicate with families
  - Step 4: Safety Plan
  - Step 5: After Action

**POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES**

**PURPOSE:**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety and welfare of students and school personnel.

**GENERAL STATEMENT OF POLICY:**

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

#### **DEFINITIONS:**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

#### **STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS:**

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on campus during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by the building principal to use a motor vehicle during the school day.

#### **STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS:**

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, [e.g. parking lots designated for use only by staff or by the general public].

#### **PATROLS, INSPECTIONS AND SEARCHES:**

School officials may conduct routine patrols of school district locations and routine inspections of the

exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

**B. Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

**C. Search of Interior of Student Motor Vehicle**

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

**D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures**

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

**E. Seizure of Contraband**

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

**F. Dissemination of Policy**

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

**DIRECTIVES AND GUIDELINES:**

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

**VIOLATIONS:**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

## **HEALTH, SECURITY, AND SAFETY**

**YOU FEEL SICK OR INJURE YOURSELF DURING SCHOOL?**

- Ask your teacher for a pass to the office. You will receive permission to use the telephone in the Main Office to contact your parents. The office must speak to your parent and issue you a pass to leave the building. Be sure to follow proper sign-out procedures to avoid an unexcused absence.

## **MEDICATION ADMINISTRATION**

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

## **EMERGENCY PROCEDURES**

### **EVACUATION AND LOCKDOWN DRILLS**

The state of Minnesota requires all schools in the state to conduct eleven emergency drills during the course of a school year. Schools must conduct five fire drills, five lockdown drills in accordance with district emergency procedures, and one tornado drill.

- **CODE YELLOW** is a lockdown alert that keeps students secured in rooms and suspends regular school functions, but still allows teachers to carry on with instruction in most situations. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom.
- **CODE RED** is a lockdown emergency where all students and staff must implement their emergency procedures training. A Code Red is an unstable situation that will stop all school functions and will involve law enforcement officers. Students and staff have full options on how to handle the situation including evacuation or lockdown. A Code Red means that you must get to the nearest safe place right away. If you are outside of a classroom, get to a classroom immediately or hide somewhere safe. If you are outside of the building you should go to the school evacuation point when the situation has ended.
- Students and staff are trained on these procedures each year and practice drills as required by the State of MN.
- MState provides audio alerts for emergency procedures broadcast throughout the MState campus.

## **SCHOOL PROPERTY AND SEARCHES**

We conduct regular and random searches of everything on school property including the parking lot, lockers, and classrooms. The school district contracts with a detection business who assists in our searches.

## **SCHOOL LIAISON OFFICER**

DLPS has a Detroit Lakes police officer assigned to work in our schools during the school year. Our students have benefited from the relationships they have with the officers who have worked in our schools. If you need to visit with our school resource officer, stop by the main office.

The school Liaison Officer's responsibilities include:

- Taking reports and conducting investigations of alleged criminal conduct which occur on school property or buses.
- Present to students, parents, teachers, and administrators information that relates to school safety.
- Attend school activities as appropriate.
- Be visible in the school climate and build positive relationships with students and staff.

## **STUDENT CONDUCT AND “The Big Five”**

We expect our students to:

**Attend - Everyday. All Day**

**Respect - Everyone deserves and gives respect.**

**Work - Do it! Effort is valued.**

**Restore - If you make a mistake, fix it!**

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

## **BUS TRANSPORTATION AND SAFETY**

Transportation for students is provided by district buses, Olander Bus Company (847-7533), and Schultz Bus Company (847-9266). Rules for conduct on school buses are listed in detail in the Activity Calendar and school board policy. Building Administrators are responsible for dealing with discipline problems on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board, will be carried out by the bus driver. For security reasons, the district may utilize surveillance equipment at school and on the bus.

Buses play vital roles in the life of a school and understanding bus safety is important for all students, parents, and staff. Many of our high school students ride buses to and from school, but even those who get to school in other ways will ride a school bus for various school-related activities.

Students receive training about bus safety from their teachers and Bus Drivers when they are in elementary and middle school, but, because many students do not ride the bus every day, many miss the annual bus safety training when they get to high school.

### **The following points are emphasized:**

- **Always** return to the curb if a bus driver honks his horn.
- **Always** stay seated and use your inside voice when on the bus. “Back to back and seat to seat.”
- **Never** go into the “danger zone” (the area 10 feet around the bus) unless the bus driver tells you it is OK to get on the bus.
- **Always** listen to the bus driver’s instructions as they are helping keep you safe.

## **GENERAL INFORMATION**

### **BACKPACKS**

For school security, student health, and corridor congestion reasons, students are asked to limit the contents that are carried in their backpacks during the school day. Teachers will determine appropriate use and storage of backpacks in their settings during class time.

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

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical, emotional or sexual abuse and conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical, emotional or sexual abuse and conditions of neglect involving children.

3. The reporting of maltreatment of minors shall be strictly in accordance with provisions of Minnesota Statute, Chapter 625.556.

For further interpretation or assistance contact the District Social Worker.

**A complete copy of Policy 414 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>**

## **DIRECTORY INFORMATION**

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

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s). Directory information does not include:

1. A student’s social security number;
2. A student’s identification number (ID), or user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

**A complete copy of Policy #515 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>**

## **POLICY 505: DISTRIBUTION OF NON SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in Policy 505, and in a reasonable manner, nonschool-sponsored material. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;

- 2.is libelous or slanderous;
- 3.is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
- 4.advertises or promotes any product or service not permitted to minors by law; advocates violence or other illegal conduct;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Any student or employee wishing to distribute non-school sponsored material must first submit (as defined in Policy 505) for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
- 2.Date(s) and time(s) of day intended for distribution.
- 3.Location where material will be distributed;
- 4.If intended for students, the grade(s) of students to whom the display or distribution is intended.

**A complete copy of Policy 505 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).**

## **FEES**

### School Board Policy #542 - CLASSROOM SUPPLIES AND MATERIALS FEE

No student will be charged a fee for books or supplies necessary to complete the basic educational requirements for graduation. In classes (such as shop, ag, home economics, art, etc.) where projects are completed using materials (wood, metal, cloth, ceramics, paints, etc.) purchased by the school district, the project completed remains the property of the school district unless the student wishes to purchase the item for the actual cost of materials. In any class where a student elects to build or make an item above and beyond minimum course requirements, the student will pay for all materials used and retain ownership of such project.

## **FOOD AND BEVERAGES IN SCHOOL**

Students are permitted to have food and beverages and are permitted to carry water with them during the school day unless specifically prohibited by the classroom teacher. Students are expected to assist in keeping our building clean and should dispose of garbage appropriately and report any spills immediately to the office or a classroom teacher. During lunch periods, students are expected to eat in the cafeteria, in the Commons or in other areas as determined by school administration.

## **GYMNASIUMS, WEIGHT ROOM, AND INSTRUCTIONAL SPACES**

The ALC gymnasium, weight rooms, and all instructional workspaces are not available for unsupervised

activities unless approval has been given by staff and/or administration.

Community Education activities will be under the supervision of the District #22 Community Education Director.

### **LUNCH ACCOUNTS**

Money for your lunch account must be deposited in the Main Office in order to be credited to your family lunch account. Students are not permitted to have a negative balance in their account. It is the responsibility of the student and parent/guardian to ensure that adequate funds are in the student's lunch account.

**If you are eligible for free or reduced priced meals, you must fill out the application each school year and return it to the Main Office. Forms are available in the main office of each school in the district as well as at the district administrative center.**

Seniors with money left in their lunch account at the end of their senior year will leave the balance for their younger sibling at the high school or will be reimbursed by check made payable to the parent/guardian from the administration center.

The Main Office accepts cash and checks for deposit only. Change will not be given back from checks or cash presented to pay into a lunch account.

### **MATERIALS ISSUED TO STUDENTS**

Students are responsible for all materials and textbooks issued to them as part of a class. Materials and textbooks will be collected at the end of each term. Materials and textbooks not turned in at this time will result in the cost of the item being assessed to the student.

### **MESSAGES**

Telephone messages left by parents for students will be announced during the school day as time permits. The Main Office is not responsible for unclaimed messages or deliveries. Students will not be called out of class to receive phone messages unless an emergency situation exists and has been discussed with an administrator. Due to the number of students at DLALC, we ask that the number of individual student messages be kept to a minimum.

### **MILITARY RECRUITERS**

In accordance with the "No Child Left Behind Act of 2001", school districts are required to provide the name, address, and telephone listing of secondary students to military recruiters upon request unless the parent or eligible student has requested the information not be released to military recruiters without prior consent. In such a case, the school district will seek to obtain the parent's or eligible student's written consent before releasing the data and, if there is refusal to give such consent, not provide the data.

### **MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES (PEDS)**

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



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## Electronic device procedures at DLALC for 2025-2026

- ***Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.***
  - ◆ All Students will place their devices in a phone caddy at the START of Period 1 (8:15) and will not have access to their devices until the beginning of lunch. (12:05)
    - Cell phones are not needed to carry out any academic work that our instructors have students complete.
    - As a 1:1 technology school, every student has access to a Chromebook each year that is capable of fulfilling all technology requests that are needed for academics.
  - ◆ If a student is late or tardy to school, the phone will then be placed in the office and the student will not be allowed to have it over the lunch period.
  - ◆ After lunch, the phone will then be placed in the student's 6th hour teacher's caddy at the beginning of the period (12:35) and will be able to be picked up at the end of the school day (3:30).
- ***Earbuds and AirPods are NOT allowed in the classroom.***
- ***When a student requests to use the restroom, their phone will remain in the classroom phone caddy.***
- ***No Phones Are Allowed During Advisory, Skills, or 8th hour as these periods are treated just like any other classroom where attendance is taken.***
- ***Important reminder: No unsolicited pictures should be taken of other students without consent at any time! Unsolicited pictures that are taken or sent to other students are a form of bullying or harassment and will not be tolerated.***
- ***Phones can be used during lunch and in a course where the teacher specifically instructs students to use them for academic purposes only.***

## Consequences for inappropriate use

- First Violation
  - ◆ The device will be confiscated by the teacher and brought to the office.
  - ◆ The student can pick up their device at the end of the day.
  - ◆ The teacher will communicate home about the issue.
- Second Violation
  - ◆ The device will be confiscated by the teacher and brought to the office.
  - ◆ The student will meet with an administrator and call home.
  - ◆ The device will be held in the office for 5 days during school hours.
- Third Violation
  - ◆ The device will be confiscated by the teacher and brought to the office.
  - ◆ A parent meeting will be held to discuss solutions to the problem.
  - ◆ The device will be held in the office for 10 days during school hours.

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

Students receive information regarding expectations for cell phone and electronics usage throughout the year. Consider these messages your “warning.” Students violating this policy can be asked to turn the nuisance item over to the teacher and may retrieve it at the end of the school day from the office. Subsequent violations by the student will result in increased consequences as determined by school administration.

### **OFF CAMPUS BEHAVIOR**

Schools are authorized to discipline students for off campus behavior as long as there is some connection between the behavior and the school and the behavior materially disrupts the school in some manner. Consequences for actions that occur off campus, but materially disrupt the school include, but are not limited to:

Out-of-school- suspension (OSS), loss of extra-curricular eligibility as defined by Minnesota State High School League bylaws, and social suspensions (revoking of privilege to attend extra-curricular or other school-sponsored activities). “Off Campus” is defined as locations not part of the school district. Parking lots on school property and property belonging to facilities used for school-sponsored activities are considered to be on campus.

### **PARKING**

Driving to and from school is a privilege, not a right. Students must comply with all laws related to the operation of a motor vehicle in the State of Minnesota. Speeding, exhibition driving, etc. will result in automatic suspension of DLALC driving privileges.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is recited by students and staff at least one time per week according to the Minnesota Statute 121A.11. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect the rights of others to make the choice to say or not to say the Pledge of Allegiance. Any disruption during this time may result in disciplinary action.

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

Any student interested in PSEO or Concurrent Enrollment Courses (CE) must make an appointment with their school counselor and parents to discuss eligibility and graduation requirements. Students who fail classes at the ALC or Post-Secondary institution while enrolled in a PSEO program may lose their PSEO status and will be at risk of not graduating. More information about PSEO can be found on our school website by clicking on this link: <https://hs.dlschools.net/students/registration-information>

### **POSTERS**

1. Posters or signs shall not be placed in the building without permission from a building administrator. The administrator will initial all approved posters.
2. Approved and initialed posters may be placed in the following designated areas:
  - On designated bulletin boards in the halls;
  - In the commons area;

- In individual rooms and in the display cases if the student has permission from the teacher.
3. Posters shall be neat in appearance and appropriate in subject matter, grammar, spelling, etc.
4. Posters allowed to be displayed in Detroit Lakes ALC are:
- those having to do with Detroit Lakes ALC events, or
  - other school sponsored activities.
5. Posters shall be removed by the organization the day after the event or function they advertised.

### **PROGRESS REPORTS AND REPORT CARDS**

Progress reports and report cards can always be obtained electronically, at any time, by logging into your Skyward family or student access account. Parents can access their students' grades via the Skyward Parent Portal.

### **RECORDS**

The school has student grades, attendance, and standardized test scores on file. If a student has attended several different schools, these records are now on file in Detroit Lakes.

A student or their parents may:

- review the contents of these records by making an appointment to do so with the Principal or a school counselor.
- have copies made of anything in the school records, but you are not permitted to take the original record out of the Counseling Center or the Main Office.
- place any statement or items in your record that you wish to, if it pertains to your schoolwork.
- request that items be removed from your file. In the event that you or your parent or guardian makes such a request,
  - the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and your parent or guardian:

- send a transcript of your school record to a college.
- send a transcript to a vocational school or university.
- give information from your record to a prospective employer.

Written consent can be given by using a form available in the Main Office of the principal or school counselor, or by writing a letter to the Main Office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Laws 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on these pages also apply to the records of all graduates of this school.

### **RELEASE OF DIRECTORY INFORMATION**

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Directory information includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data that references religion, race, color, social position or nationality.

A parent or eligible student who does not wish to have any or all of the directory information disclosed must provide written notice to the responsible administrator that shall include the following:

- Name of the student and/or parent, as appropriate;
- Home address;
- School presently attended by student;
- Parent's legal relationship to student, if applicable; and
- Specific categories of directory information to be made not public with the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

**A complete copy of Policy 515 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net)**

### **SCHOOL-TO-WORK (STW)**

The DLALC School-to-Work program connects the community and the classroom by providing meaningful and relevant learning experiences for all learners regardless of age. The three main goals of School-To-Work are:

1. Career Exploration
2. Application of Knowledge and Skills
3. A seamless transition from K-12 into post-secondary education or the workplace.

School-To-Work is a partnership between our schools, community organizations, employers, and post-secondary institutions. They work together to provide learning experiences that develop broad transferable skills which help students learn how school and careers fit together. Students learn academic knowledge, technical proficiency, task management skills, critical thinking skills, communication skills, team work, and problem solving skills

School-To-Work has three components. They are as follows:

- School-Based Learning: Students learn math, science, English/Language Arts, social studies, technology and other knowledge, skills and standards in the context of the world of work.
- Work-Based Learning: Students gain practical experience and training through learning activities provided by community businesses and agencies. Examples are field trips, guest speakers, job shadowing, internships, mentorships, and youth apprenticeships.

- Connecting Activities: Links between employers, schools, teachers, and students are formed to match young people with employers, mentors, and other learning experiences.

## **SECTION 504**

### **REHABILITATION ACT OF 1973 (ANNUAL NOTICE AND INFORMATION REGARDING SECTION 504 ACT)**

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

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3). In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

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

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

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

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

**Please contact the office at 844-5687 if you have questions.**

## **POLICY 520: STUDENT SURVEYS PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students.

The purpose of this policy is to establish the parameters of information that may be sought in student surveys. Student surveys may be conducted as determined necessary by the school district.

### **STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate in such survey. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

**A complete copy of Policy 520 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).**

### **SURVEILLANCE EQUIPMENT**

To help ensure the safety of students and staff, Detroit Lakes ALC uses video cameras for surveillance on school property including, but not limited to, hallways, the commons, the cafeteria, the gymnasium, and parking areas. Video cameras are not to be used for classroom surveillance unless the principal of the school and the teacher of the classroom consent to the surveillance.

Video cameras are not used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, lavatory, or another area where a student may disrobe.

### **TESTING**

Minnesota's statewide assessments measure that curriculum and instruction in our schools are aligned to the academic standards, ensuring all students are being provided an equitable education. A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education is aligned to the academic standards.

In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for school support and recognition.

Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.

Educators and policy makers use information from assessments to make decisions about resources and support provided.

School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments. 27 / The Minnesota Comprehensive Assessments are given annually to students in grade 10 (reading), grade 11 (mathematics), and biology (science). A complete testing calendar will be available each year on the [assessment page](#) of the District website. Including information about the opting out procedures.

### **TITLE IX POLICY**

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

### **NICOTINE & TOBACCO**

In accordance with State Law: No person shall at any time smoke, chew, or otherwise ingest tobacco, or carry or use an activated electronic delivery device as defined in section 609.685, subdivision 1, in a public school, as defined in section 120A.05, subdivisions 9, 11, and 13, This shall include school buildings, grounds and school owned vehicles. Possession of tobacco products by K-12 students on school property is prohibited.

**Tobacco products are defined as “tobacco,” “tobacco-related devices,” and “electronic delivery devices” in Minnesota Statute 609.685.**

### **WATER QUALITY**

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

## **TECHNOLOGY USE**

**Any cell phone or other recording device used to record any illegal activity will be confiscated by the SRO as evidence.**

**The Detroit Lakes Public School District has established School Board Policy 524 “Access to and Use of the District Technology System (Networked Information Resources)” to detail district expectations and guidelines regarding the use of these resources. The information below is a summary of Policy 524. The full policy is available on the DLPS website at <https://meetings.boardbook.org/Public/Organization/2364>**

The school district is providing students with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

Electronic mail as well as telephone communication, voicemail, and data stored, received or sent via DLPS phone equipment, computers and related computer equipment are the sole property of the school district. Users of these systems should assume no privacy with respect to these systems.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

## **UNACCEPTABLE USES**

The following uses {not limited to those listed} of the school district system and Internet resources or accounts pertain to student users and are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education or professional setting, or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Unless directed and for official school district use, users will not use the school district system to post private information about another person's personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Instagram", "Twitter" and "Facebook."
7. Users must keep all account information and passwords for software (which is not housed or managed on the district network) on file and/or communicate the location of this information to the employee's building administrator or supervisor. It is not necessary to keep account information and passwords on file for Skyward or the district network login information. Users may not share account information or passwords with others users. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

A student engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, or exclusion.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the superintendent.

## **FILTER**

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions

that are 1) obscene; 2) child pornography; or 3) harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. Violations of the above activities will result in disciplinary action, based upon the current discipline policy.

### **VIOLATION GUIDELINES**

- 1st offense: Up to 30 days loss of computer privileges district wide and/or disciplinary action.
- 2nd offense: 60 days loss of computer privileges district wide, plus disciplinary action.
- 3rd offense: One calendar year loss of computer privileges district wide, plus disciplinary action.
- Depending upon the severity of the violation, additional actions may result.

The School District will educate students about appropriate online behavior including interacting with other individuals on Social Networking Websites and in chat rooms and cyber bullying awareness and response.

### **CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

### **LIMITED EXPECTATION OF PRIVACY**

- a) By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files, including email, on the school district system.
- b) Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- c) An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- d) Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- e) The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

### **LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or

for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Detroit Lakes Public Schools cannot realistically censor access to all inappropriate materials. Use of the internet is at the user's own risk. The district will make every effort to monitor or control information accessible through the internet, but the district does not accept responsibility for any content found on the internet.

### **PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

As with other curricular issues, parents have the option to request alternative educational activities not requiring Internet access. If a parent desires this option, requests should be made to the classroom teacher, a school counselor, or a school administrator.

By enrolling in Detroit Lakes Public Schools, parents and students agree to follow the policies and procedures implemented by the School Board and each school, including the policies regarding technology.

## **FREQUENTLY ASKED QUESTIONS**

### **CAN I BRING A VISITOR/GUEST TO SCHOOL?**

- All non-DLALC students are considered visitors during the school day. Visitors to DLALC are expected to report immediately to the Main Office to register and state their business. Students are not permitted to bring visitors or guests to school for any part of any school day. Foreign exchange students visiting the area may attend if their visit is pre-approved by a building administrator.

### **WHAT IF THE WEATHER IS BAD AND MAY AFFECT SCHOOL?**

- Listen to radio stations KDLM (AM 1340) and KRCQ (FM 102.3). The district will also use its "Instant Alert" system to notify parents and students about weather delays.

### **HOW DO I REPORT MY CHILD'S ABSENCE?**

- Call 218-844-5687 and let the Main Office know the reason for the absence. Give any applicable appointment cards from medical providers to the office to ensure the absence is recorded as Exempt.

### **HOW CAN I EASILY VIEW MY CHILD'S ATTENDANCE DATA?**

- Students and parents may view all attendance data using their Skyward account.
- Parents are encouraged to set up Skyward's automatic messaging system so they are sent reports

of their child's attendance and grades on a regular basis.

#### **WHAT DO I DO IF MY SCHOOL ACTIVITY DOESN'T RETURN HOME UNTIL LATE?**

- Come to school on time the next day. All students are expected to attend school on time every day that school is in session. Absences that do not meet the definition of "excused" by the State of Minnesota are Non-Exempt (unexcused).

#### **HOW DO I REPORT MY CHILD WILL BE ABSENT FROM SCHOOL DUE TO A FAMILY TRIP OR A HUNTING TRIP?**

- Call to notify the office before the trip.

#### **HOW DO I REPORT MY CHILD'S ABSENCE DUE TO AN APPOINTMENT?**

- Acquire an appointment card from the clinic and turn it into the office.

#### **WHAT DOES MY CHILD DO ABOUT HOMEWORK MISSED DURING ABSENCES?**

- Students who are absent for any reason are responsible for all work they have missed. Students are to communicate with their teacher and make arrangements to complete the work.
- All class work is subject to in-class deadlines unless other arrangements are made with the teacher in advance or the student was absent for any reason.
- Students who miss class because of school-sponsored activities are held to the assigned in-class deadlines.

#### **WHAT ABOUT TARDINESS?**

- Tardiness will be handled by each individual teacher:
- Tardies in excess of 10 minutes will be considered unexcused absences.

#### **WHAT DO I DO IF I COME LATE OR LEAVE EARLY FROM SCHOOL?**

- Always stop in the office to check in when arriving late.
- Always stop in the office to check-out before leaving the building when you have a scheduled class.
- Regularly check your attendance on Skyward and work with your teachers to ensure it is accurate.
- Provide documentation for all absences (from medical providers).

#### **WHAT SHOULD I DO IF MY STUDENT INFORMATION CHANGES?**

- Report this information to the Main Office. Updated contact information is very important!

#### **WHAT IF I AM WITHDRAWING FROM SCHOOL?**

- Check with the Main Office

#### **WHAT IF SOMETHING IS STOLEN?**

- Report it immediately to the Main Office.
- DLALC investigates thefts to the best of our ability however, does not replace items we cannot recover.
- Students are encouraged to not bring anything of value to school.

### **HOW DO I PARTICIPATE IN A SPORT OR ACTIVITY?**

- Pay attention to the announcements for meeting dates. Pick up paperwork necessary from the Main Office, complete forms with your parents, and return paperwork and user fee to the Main Office.

### **WHAT IF I AM SICK AND NEED ASSIGNMENTS?**

- Communicate directly with your teachers using your school email accounts or other arrangements they have made with their students.
- Ask your classmates for assistance in getting the correct assignment information if the teacher doesn't respond.
- If the options above are not effective, contact your counselor or the Main Office to request assignments to be picked up.

### **WHAT IF I HAVE A DOCTOR/DENTAL/MEDICAL APPOINTMENT?**

- Your parent/guardian needs to contact the Main Office.
- Request a not

## **Language Access Plan**

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

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

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

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

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

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

teachers upon request.

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

**Methods of Providing Services to Multilingual Speakers:**

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

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

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

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

**Language Access Plan Team Members:**

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

# **MANDATORY ANNUAL PARENT NOTIFICATIONS**

## **Postsecondary Enrollment Opportunities**

- By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. [Minn. Stat. 124D.09, subd. 7](#)

## **Procedural Safeguards for Students with a Disability**

- School districts must give parents of a child with a disability a copy of its procedural safeguards one time per year; and also
- (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first state complaint/first due process complaint in a school year; (3) in accordance with discipline procedures; and (4) upon parental request. A current copy of the procedural safeguards notice may also be posted on the school district's website. [34 C.F.R. 300.504](#)

## **Right to Elect Against Saying the Pledge of Allegiance**

- School districts that have a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice. [Minn. Stat. 121A.11](#)

## **Pesticide Application**

- A school that plans to apply a pesticide that is a toxicity category I, II, or III pesticide product, as classified by the EPA, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. In addition, districts required to give notice shall include in an official school handbook or official school policy guide a section informing parents that an estimated schedule of applications of pesticides is available for review or copying at the school offices, and that a parent may receive prior notice of each application if specifically requested. [Minn. Stat. 121A.30](#)

## **Specific Federal Nondiscrimination Notices**

- **Title IV of the Civil Rights Act** - Requires school districts to inform students of protections against discrimination based on race, color, or national origin. [34 C.F.R. 100.3](#)
- **Boy Scouts of America Equal Access Act** – Requires school districts to notify students, parents, and others that they provide equal access to public school facilities to the Boy Scouts of America and other designated youth groups. The notice must make the information available in a manner necessary to inform people of the protections under the Act. [20 U.S.C. 7905](#)
- **Title IX of the Education Amendments** – Requires schools districts to inform students and others that they do not discriminate based on sex within any educational programs or activities that they operate. [34 C.F.R. 100.6\(d\)](#)
- **Section 504 of the Rehabilitation Act** – Requires school districts to notify students and others of protections against discrimination based on disability. The notice shall state that the district does not discriminate on the basis of disability in violation of section 504; it shall identify the responsible employee; continuing notification may be by posting notices or placing notices in district publications and distributing written communications. [29U.S.C. 794](#); [34 C.F.R. 104.4](#); [34 C.F.R. 104.8](#)

- **Title II of Americans with Disabilities Act** – Requires school districts to inform applicants, participants, and other interested persons of protections against discrimination based on disability under the Americans with Disabilities Act. The notice shall designate the responsible authority (name, office address, and telephone number) and grievance procedures shall be published. [28 C.F.R. 35.106](#) and [35.107](#)
- **Age Discrimination Act** – Requires school districts to notify students and others of protections against discrimination based on age. The notice shall designate the responsible authority (name, office address, and telephone number) and grievance procedures shall be published [34 C.F.R. 110.25](#)

## Student Protections

- **Bullying Prohibition Policy** - School boards shall adopt a Bullying Prohibition Policy that conforms with Minnesota Statutes sections 121A.41 to 121A.56. The policy shall be conspicuously posted in the administrative offices of the school and school district in summary form; given to each school employee and independent contractor (if the contractor regularly interacts with students); included in the student handbook; and be available to all parents and other school community members in an electronic format in the languages appearing on the district or school website. [Minn. Stat. 121A.031](#).
- A district or school must include in student discipline policy that the district distributes or otherwise transmits to students and their parents annually at the beginning of each school year notice about rights and responsibilities of students and parents under the Safe and Supportive Minnesota Schools Act. [Minn. Stat. 121A.0311](#)
- **Malicious and Sadistic Conduct** - School districts and charter schools must adopt a written policy to address malicious and sadistic conduct and sexual exploitation. The policy must be conspicuously posted throughout each school building, distributed to each district or school employee and independent contractor at the time of hiring or contractions, and included in each school’s student handbook. [Minn. Stat. 121A.0312](#)
- **NOTE:** MDE agreed that schools could update their existing Bullying Prohibition Policy to include this new law (rather than create a separate policy on malicious and sadistic conduct). Please note that the Bullying Prohibition Policy can be posted “in summary form.” This phrase does not appear in the Malicious and Sadistic Conduct statute. Schools could choose to post the entire Malicious and Sadistic Conduct provisions and continue to post a summary of the Bullying Prohibition Policy (rather than post the entire Bullying Prohibition Policy).
- **Hazing Policy** - School boards shall adopt a written policy governing student or staff hazing that conforms with [Minn. Stat. 121A.69](#) and the [Pupil Fair Dismissal Act](#). The policy must appear in the student handbook.
- **Sexual, Religious, and Racial Harassment and Violence Policy** - School boards must adopt a written policy regarding harassment and violence based on sex, religion, and race that conforms with [Minn. Stat. Ch 363A](#). The policy must be included in each school’s student handbook on school policies; conspicuously posted throughout each school building; and given to each district employee and independent contract. [Minn. Stat. 121A.03](#)

## Testing Assessments

- **State Assessment Information** - School districts and schools must provide information on each assessment required by the state and the school district. The information must include: (1) subject matter assessed; (2) purpose of the assessment; (3) source of the requirement and if information is

available; (4) length of time expected and schedule for the assessments; and (5) time and format for disseminating results. 20 U.S.C. § 6311; [Minn. Stat. 120B.31, subd. 4\(a\)](#); [20 U.S.C. 6312\(e\)](#)