



**STUDENT/PARENT HANDBOOK**

*Policies, Procedures, and Required Notices*

**2025-2026**

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

# DLHS MISSION

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

## Laker PRIDE

	<p style="text-align: center;"><b>Purpose</b> our intention, what drives us</p>	<p style="text-align: center;">Deliver educational excellence.</p>
	<p style="text-align: center;"><b>Relationships</b> the ways we connect and behave toward each other</p>	<p>Care and communicate positively and respectfully within and across our schools and community.</p> <ul style="list-style-type: none"> <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>
	<p style="text-align: center;"><b>Innovation</b> the creation, development and implementation of a new idea or concept to enhance educational opportunities</p>	<p>Embrace creativity and critical thinking.</p> <ul style="list-style-type: none"> <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>
	<p style="text-align: center;"><b>Development</b> a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components</p>	<p>Foster the academic, social, emotional, and cultural needs of all learners.</p> <ul style="list-style-type: none"> <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>
	<p style="text-align: center;"><b>Equity</b> the quality of being fair (not equal) and impartial</p>	<p>Ensure that our values, policies, and practices are equitable for our students, staff, and community.</p> <ul style="list-style-type: none"> <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>

# Electronic device procedures at DLHS

- **Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.**
  - All classrooms require students to place their devices in a phone caddy. It is our expectation that this occurs every class period.
    - Cell phones are not needed to carry out any academic work that our instructors have students complete.
    - As a 1:1 technology school, every student is issued a Chromebook each year that is capable of fulfilling all technology requests that are needed for academics.
- Earbuds and AirPods are not allowed in the classroom.
- When a student requests to use the restroom, their phone will remain in the classroom phone caddy.
- No Phones Are Allowed During Academic Intervention Time (AIT) or Advisory as these periods are treated just like any other classroom where attendance is taken.
- Important reminder: No unsolicited pictures should be taken of other students without consent at any time! Unsolicited pictures that are taken or sent to other students are a form of bullying or harassment and will not be tolerated.
- Phones can be used during passing time, during lunch, and in a course where the teacher specifically instructs students to use them for academic purposes only.

## **Consequences for inappropriate use**


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

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

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

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

# DAILY SCHEDULE

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

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

# 2025-2026 Block Calendar

<p style="text-align: center;"><b>August</b></p> <p>Aug 18-19 - New Teacher Workshop                  Aug 25-28 - Teacher Workshop                  Aug - Back to School Open House</p> <p style="text-align: center;"><b>September</b></p> <p>Sept 1 - Labor Day No School                  Sept 2 - First Day of School</p>	<p style="text-align: center;"><b>August</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p style="text-align: center;"><b>September</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
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<p style="text-align: center;"><b>October</b></p> <p>*Oct 13- Conferences 5-7 pm                  Oct 16/17 - No School                  Oct 29 - Early Dismissal                  ^Oct 31- MidSemester</p> <p style="text-align: center;"><b>November</b></p> <p>Nov 10 - No School - Teacher Inservice                  *Nov 24- Conferences 4-7 pm                  Nov 26 - Early Dismissal                  Nov 27-28 - Thanksgiving Break</p>	<p style="text-align: center;"><b>October</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13*</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31^</td></tr> </tbody> </table>	M	T	W	TH	F			1	2	3	6	7	8	9	10	13*	14	15	16	17	20	21	22	23	24	27	28	29	30	31^	<p style="text-align: center;"><b>November</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	M	T	W	TH	F						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28
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<p style="text-align: center;"><b>December</b></p> <p>Dec 23 - Early Dismissal 1PM                  Dec 23 - Jan 3 Winter Break</p> <p style="text-align: center;"><b>January</b></p> <p>Jan 1/2 - Winter Break                  Jan 5 - Classes Resume                  **Jan - End of 1st Sem.                  Jan 19 - No School - Teacher Inservice</p>	<p style="text-align: center;"><b>December</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<p style="text-align: center;"><b>January</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	M	T	W	TH	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
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# 2025-2026 Block Calendar

<p style="text-align: center;"><b>February</b></p> <p>Feb 12 - Early Dismissal</p> <p>Feb 13 - No School - Teacher Inservice</p> <p>Feb 14-17 - No School</p> <p>*Feb 23 - Registration/Conf Night 5-7pm</p> <p style="text-align: center;"><b>March</b></p> <p>Mar 11 - Early Dismissal</p> <p>Mar 12-13 - No School</p> <p>^Mar 20- Midsemester</p> <p>*Mar - Conferences 5-7pm</p>	<p style="text-align: center;"><b>February</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>23*</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> </tbody> </table>	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23*	24	25	26	27	<p style="text-align: center;"><b>March</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20^</td> </tr> <tr> <td>23*</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20^	23*	24	25	26	27	30	31								
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<p style="text-align: center;"><b>April</b></p> <p>April - Commit to Graduate</p> <p>April - Academic Awards</p> <p>April 3-6 - No School</p> <p>April - MCA Reading/Math</p> <p style="text-align: center;"><b>May</b></p> <p>*May - Day of Caring</p> <p>**May - DOC-Alternate</p> <p>^May 15 - Last Day, Seniors</p> <p>May 21 - Last Day (9-11th) ☺</p> <p>May 22 - Teacher Inservice</p> <p>May 22 - Graduation, 2:00pm</p> <p>May 22 - Grad Bash, 9PM-TBD</p>	<p style="text-align: center;"><b>April</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	M	T	W	TH	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		<p style="text-align: center;"><b>May</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28 ☺</td> <td>29</td> </tr> </tbody> </table>	M	T	W	TH	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28 ☺	29
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# Snow Day/Flex-Learning Day Plan

## BAD WEATHER/SNOW DAY

DLPS will not have any Flex-Learning Days built into the schedule for the 2025-2026 School Year.

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

May • 2026

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

## 2 HOUR LATE START

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

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

## ACADEMIC INTERVENTION TIME

Academic Intervention Time (AIT) is a period that is available for students 3 days each week (Tuesday, Thursday and Friday). Students are assigned to academic intervention time by instructors for help with academics, reassessments, to complete relearning, or to make up missing items. Students also have the ability to sign themselves up for help as well. There is intentional time for this on Monday and Wednesday during Laker Time to help students develop the important life skills of prioritizing and asking for help. Attendance during AIT time is required each day just like a regular class period unless you meet the criteria below.

- 9th graders may not leave the building during intervention time.
- 10th, 11th, and 12th graders who are caught up academically and not signed up for intervention by an instructor are allowed to leave by checking out at the main entrance.
  - ◆ Students must have their student I.D. to check out!

- ◆ Students must check out at the main entrance to leave the building!

Please help communicate the importance of this time with your student. Utilizing this time in our schedule effectively helps students who have questions, need extra support, or are struggling. Remember that our goal is to prepare students for success beyond our walls. Having flexible time in our schedule helps teach students how to prioritize and be responsible for their own learning. Two very important skills required as an adult. Our goal is not simply to provide "open hours" or "open time" for students during the day or during your senior year.

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

## LAKER TIME

Laker Time is an advisory period that is used to intentionally teach students about how our building works and organize themselves for academic success. Laker Time happens as needed during the school year and will be held either during AIT or during students' 3rd hour class. During this time students engage in lessons about building procedures, attendance, open lunch check-out, leaving for appointments, signing up for AIT, school safety, lockdowns, evacuation locations, mental health, and other building related items that help with success. Additionally, students check their emails and grades during this time and get themselves signed up for AIT sessions throughout the week. These are two very important things for students to learn and help them tremendously to succeed academically.

## COMMUNICATION (Stay Connected)

DLHS employs several different methods of communication. Below are the most important ones for you to be aware of and know how to access.

### 1. Email

- Check your email regularly so that you do not miss important communications from your instructors or from administration.
- We have found that email is the most successful means of communication with parents. This includes the following very important items:
  - DLHS Newsletter: Weekly Wave is sent via email and routinely gets over 1,200 views each week.
  - BARR communication emails from teachers are sent via email updating parents/guardians on student strengths, concerns, and interventions that we are trying to help students succeed.
  - Attendance communications from DLHS are sent via email.
  - Positive Laker Pride tickets are sent to both students and parents via email.
- Please be sure that your email is updated in Skyward so that you do not miss any important information from our school!

### 2. Social Media

- Find Detroit Lakes School District activity on Social Media:
  - X:
    - DL Public Schools: @DLPublicSchools
    - Detroit Lakes High: @DetLakesHigh
  - Facebook
    - Detroit Lakes Public Schools
    - Laker Nation: Student Spirit Account

# STUDENT SUPPORT RESOURCES

## COUNSELORS

School counselors play an important role in the development of our high school students. DLHS has three school counselors that provide student support for social and emotional well being, academic planning, college and career readiness. Mrs. Doreen Richter, Mrs. Sara Pender, and Mr. Nathan Ochsner have many years of experience in school counseling. They each bring unique experiences and expertise to our school as they serve our students as a connection to resources, advocates, liaisons between teachers, parents, and administration and most importantly as trusted adults to support our students throughout their high school careers. Our school counselors are organized by alphabet, with each serving approximately 280 students. They are available to meet with students by appointment in the counseling center, are frequently visible in classrooms or around our school, and work hard to build relationships with our students. If you have questions about academic schedules, post secondary options, or other school related matters handled by the counselors please contact the counseling center at 847-4491.

Counseling Staff 218-847-4491		
Doreen Richter (A-G) <a href="mailto:drichter@detlakes.k12.mn.us">drichter@detlakes.k12.mn.us</a>	Sara Pender (H-N) <a href="mailto:spender@detlakes.k12.mn.us">spender@detlakes.k12.mn.us</a>	Nathan Ochsner (O-Z) <a href="mailto:nochsner@detlakes.k12.mn.us">nochsner@detlakes.k12.mn.us</a>

## STUDENT SUPPORT SERVICES

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

Student Support Services	
Melanie Holmquist Native American College and Career Facilitator <a href="mailto:mholmquist@detlakes.k12.mn.us">mholmquist@detlakes.k12.mn.us</a>	Allison Hefta McKinney Vento Liaison/Truancy Coordinator <a href="mailto:ahefta@detlakes.k12.mn.us">ahefta@detlakes.k12.mn.us</a>

## SUICIDE PREVENTION INFORMATION

- The National Suicide Prevention Lifeline: 988
  - The Crisis Text Line: text MN to 741741
  - National Alliance on Mental Illness: 1-800-950-NAMI or text NAMI to 741741
- ★ These resources are also printed on all student I.D.s at DLHS.

# ATTENDANCE

## DLHS ATTENDANCE PHILOSOPHY

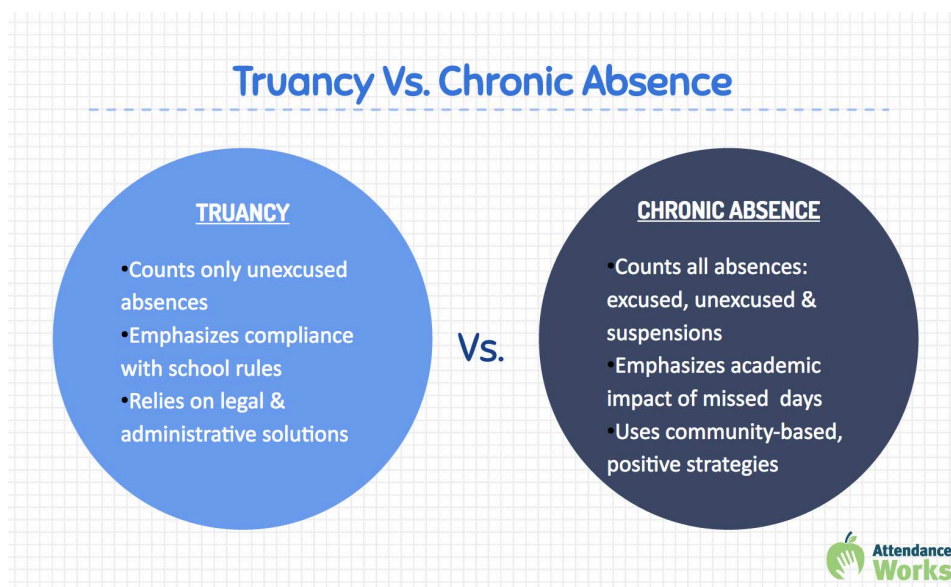
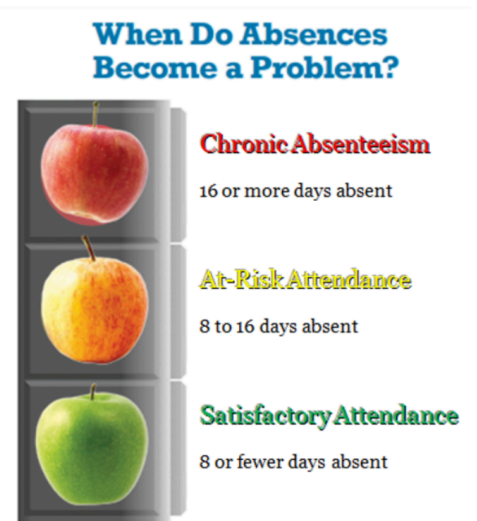
### *“Every Student, Every Day”*

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

Detroit Lakes High School’s minimum attendance goal for every student is 95% attendance. This means a student should not miss more than four days each semester or eight days during the course of the school year. Students who are absent from school for unauthorized reasons must understand that many of the activities that happen in class are not possible to make up and their grades could suffer because they have missed valuable learning opportunities because of their absences.

Minnesota state law (MN 120A.22; 120A.34) states the parents of every child between the ages of 7 and 17 are responsible for ensuring their child receives instruction with the primary purpose of that instruction being that the child acquires the knowledge and skills essential for effective citizenship.

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



**PARENTAL NOTIFICATION OF STUDENT ABSENCES**

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

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

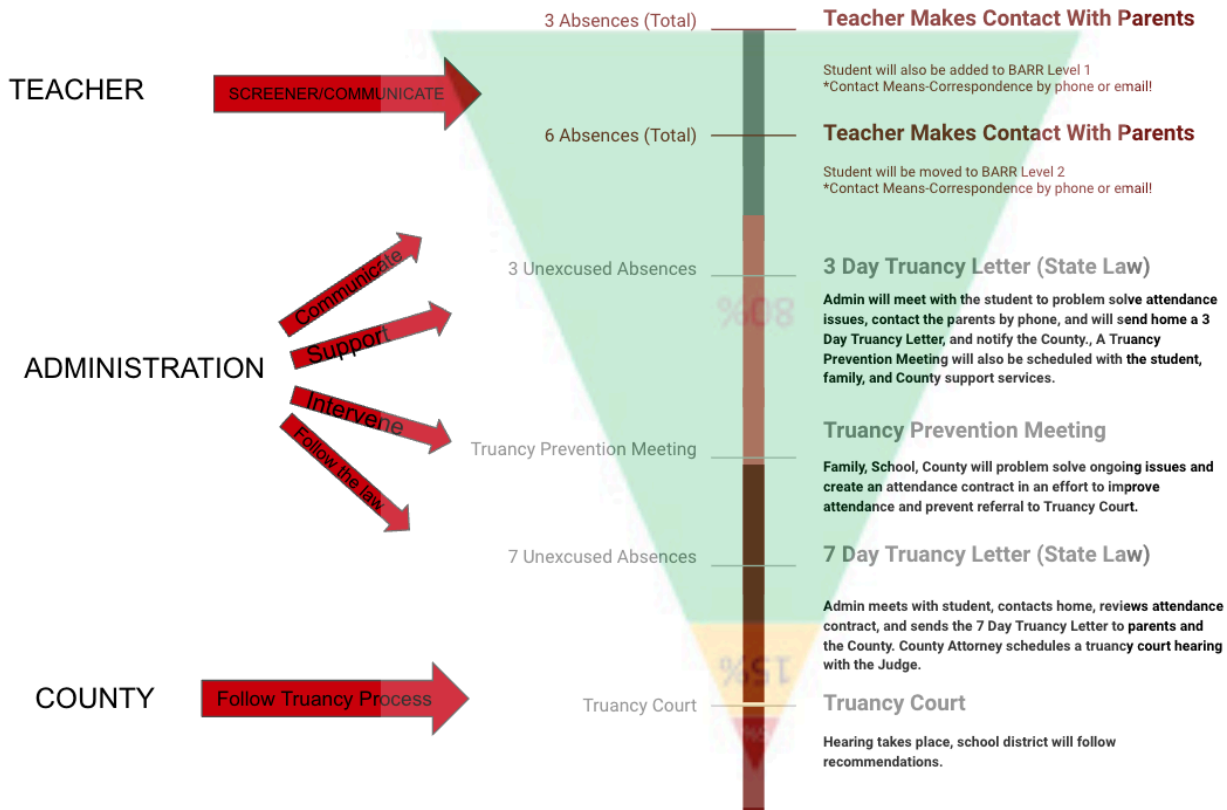
- Upon the 3rd accumulated Non-Exempt absence, the school will notify the student and parents via phone/letter that their child has 3 absences in said class period. They will be invited to set up a meeting with the school. Becker County Social Services will also be notified.
- The purpose of these truancy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

\*Remember that if students continue to accumulate Non-Exempt absences, especially after the implementation of a

truancy improvement plan and referral to Becker County, they can be dropped/failed from a course and lose credit. Students who are dropped or fail a course have to make up credits using the credit recovery options provided in the district.

## **DLHS ATTENDANCE INTERVENTION PROCEDURES**

The graphic below outlines the specific procedures that DLHS follows when attendance concerns arise.



## **DLHS ATTENDANCE**

It is essential that Detroit Lakes High School students and their families take responsibility for knowing and following the attendance expectations. Please review the following definitions and expectations closely:

### **ABSENCE REPORTING PROCEDURES**

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

**\*Please allow a minimum of 2 hours during the school day to process your requested absence in Skyward Family**

**Access.**

**\*\*Note: The attendance line cannot accommodate last minute requests!**

- Parents are to contact the school prior to, or the day of, all planned absences and provide a reason for the student’s absence.
- Absences which are not reported to the school with the required documentation when the student returns to school will be considered Non-Exempt.
  - ◆ Appointment verification is required for any appointments which take a student out of the school building during the school day.
  - ◆ Students are required to return to school with an appointment card from the clinic that includes the date and time of the appointment and are required to present this information to the office before going to class.
- The school district may require a signed note from a medical professional for absences due to illness or medical reasons, especially when those absences become excessive.
- A student who is absent due to participation in a school-sponsored activity does not need to be excused by a note or phone call from a parent.
- Students who are 18 years old and are independent as defined by section 152 of the Internal Revenue Code and who have provided documentation of independence may excuse their own absences, but are required to abide by all DLHS attendance rules and regulations. 18 year old students who are claimed as dependents by their parents or guardian are, in accordance with Minnesota Statute 120A.20, governed by the same set of rules and regulations that are applied to all other students.
- If a student arrives at school after classes have started or will be leaving before the school day has ended, they must report to the office to check-in and check- out.

**ABSENCE CLASSIFICATIONS**

Exempt Absences	Non-Exempt Absences
<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 United States</li> <li>◆ The child has a condition that requires ongoing treatment for a mental health diagnosis</li> <li>◆ Religious observations approved by parents (must notify DLHS in writing beforehand)</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> <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>
<b>Absences approved by school administration are Exempt</b>	
<ul style="list-style-type: none"> <li>◆ Child illness verified by medical provider or school nurse (Medical verification required after the eighth cumulative non-medically verified absence due to illness)</li> <li>◆ School supported extra/co-curricular activities</li> </ul>	

- ◆ School suspensions - Absences due to suspension do not apply to a student's total absence count. All schoolwork may be made up for full credit.
- ◆ Court dates/appearances
- ◆ College visits approved by administration (2 days per year; must notify DLHS in writing before the absence)
- ◆ Transportation problems (1 per year)
- ◆ Family trips (up to five days per year; includes hunting; must notify DLHS in writing before the absence)
- ◆ Others as determined by administration

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

## **PARTICIPATION IN ACTIVITIES**

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

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

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

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

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

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

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

system seamlessly connects with and is built into our BARR (Building Assets Reducing Risks) system where all teachers, administrators, counselors, and support staff in our building work together each week to help students find success.

## **PARTIAL LOSS OF CREDIT FOR ATTENDANCE REASONS**

Excessive absence in any class, excused or otherwise, could result in students earning partial/prorated credit for the course. Our highest priority is getting students to attend classes so that they can stay on track, earn credits, and graduate! Understand that courses at the High School level cannot simply be "made up" after lengthy time periods of learning loss. Allocation of full credit for a course requires consistent participation in daily instruction and interaction with classmates. If a student shows a continued pattern of absences or no effort in their courses without any improvement after staff intervention, it is likely they will be dropped from the course.

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

their Attendance Contract.

### **Appeal Process**

Students and families that wish to appeal credit allocation or drop/fail should contact the principal or assistant principal to explain any extenuating circumstances that may have caused these absences. A conference with the AP and/or head principal will occur.

## **PRIVILEGES OPEN HOURS AND OPEN LUNCH**

### **Open Hours**

Students in grades 11-12 have the ability to have an “open hour” in place of a 7th class if it fits into their schedule and they are on track for graduation. This system works very well for building capacity in our students to manage their time wisely.

Having an open hour is a privilege and is directly tied to attendance and grades. Parent permission must be granted for a student to have an open hour. The requirements for having an open hour are below:

- ★ Open hours for 11th-12th can start as soon as the electronic parent permission form is submitted (*if students qualify with grades/attendance/and parent permission*).
- ★ **Students must check out for open hours at the Main Entrance Only!**
  - **If students do not check out they will be marked absent, unexcused!**
  - **If students leave through other doors, they will lose their open hours!**

### **Important Reminders About Open Hours**

- *Parents always have the ability to request that their students not have open hours!*
- *Open hours can always be taken away for poor attendance or grades.*
  - ◆ *There are 4 intervals each semester where these checks are performed for grades.*
    - *Grade Check Intervals for Semester 1: mid-Oct, mid-Nov, mid-Dec, and mid-Jan.*
  - ◆ *Students may not have any F's and no more than 1 D in any course during the 4 grade check intervals.*
  - ◆ *Poor attendance can cause a loss of open hours at any time!*
- **Students must check out for open hours at the Main Entrance Only!**
  - ◆ **If students do not check out they will be marked absent, unexcused!**
  - ◆ **If students leave through other doors, they will lose their open hours!**

### **Open Lunch**

Students in grades 10-12 have the ability to leave campus for lunch. Open lunch is a privilege that is tied to attendance (including tardies and unexcused absences) and grades. Below are the requirements for having an open lunch.

- **Less than 3 tardies to class in a week**
  - ◆ Consequence: Lose open lunch for 1 week
- **Less than 3 days with an unexcused absence in a week**
  - ◆ Consequence: Lose open lunch for 1 week
- **Not checking out at the main entrance and using other doors**
  - ◆ Consequence: Loss of open lunch for 1 week.
- **Passing all their classes**
  - ◆ Consequence: Loss of open lunch until they are passing all their classes
  - ◆ Interval checks for grades will be conducted for all students during the semester. *Students failing classes may lose their open lunch privileges.*
  - ◆ Students could also lose their open lunch for course failures at any time if academic concerns are discussed at a BARR meeting.
  - ◆ This standard is very similar to our activity/athletic participation standard.

### **Important Reminders About Open Lunch**

- Open lunch is a privilege, in fact, most schools do not have an open campus for lunch. We are fortunate to have this option for students here at DLHS but we need your partnership as parents to help enforce basic, minimum requirements for this luxury.
- *Parents always have the ability to request that their students not have open lunch!*
- Tardiness to classes (3 or more) or Unexcused absences (3 or more) will result in loss of open lunch privileges for 1 week.
  - ◆ Students failing classes may lose their open lunch privileges.
- Poor behavior in the community can also result in loss of privilege for open lunch. These include calls for bad driving, littering in neighborhoods or the city park, or returning to school excessively late!
- **Students must check out at the Main Entrance Only!**
  - ◆ **If students do not check out they will be marked absent, unexcused!**
  - ◆ **If students leave out other doors in the building, they will lose their open lunch privilege!**

## **ACADEMICS**

### **ACADEMIC INTEGRITY (CHEATING / PLAGIARISM)**

#### **Having academic integrity means:**

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

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

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

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

#### **WHAT DOES CHEATING LOOK LIKE?**

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

#### **WHAT ARE YOUR RESPONSIBILITIES?**

- Read and know the *DLHS Academic Integrity Policy* AND observe all rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework. Do not use study aids (ie. Sparknotes).

- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; make sure it is pre-approved by the teacher.
- If working with other students is not approved, the assignment must be completed on your own.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests/quizzes:
  - Keep your paper covered and your eyes on your own paper.
  - Clarify if notes, calculators, etc. can be used on the test.
  - Do not talk during a test except to the teacher.
  - Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

## **WHAT ARE THE CONSEQUENCES?**

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

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

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

### **I. PURPOSE**

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

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

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

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

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

## **GRADING PARAMETERS**

A. The primary purpose of grading is to determine the level of achievement of students related to essential learning expectations.

B. Additional purposes for grading include:

1. providing information to the students, their families, employers, and post-secondary institutions.
2. providing information that students can use for self-evaluation.
3. providing information that teachers can use to modify planning and instruction.
4. evaluating the effectiveness of instructional programs.

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

## **GRADING OF COURSES**

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

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

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

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

### **LETTER GRADE DESCRIPTIONS**

For "Regular" courses (non-weighted courses):

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

For concurrent enrollment and Advanced Placement courses:

<u>Grade</u>	<u>Grade Pts</u>	<u>Description</u>
A	5	Extraordinary achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.
B	4	Superior or excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.

C	3	Very good work. Student performance demonstrates above- average comprehension of the course materials and meets or exceeds course expectations on all tasks as defined in the course syllabus.
D	1	Below Average or unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
F	0	Failure. Student performance is significantly below teacher expectations and quality of work is of very poor quality and/or completeness.

## **REASSESSMENTS**

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

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

## **DEADLINES**

A common misconception in today’s grading practices is that “there are no deadlines” for students. This is not accurate. In fact, getting things done on time is one of the “10 Commandments for Career Success” that are taught as part of our academy model. Showing up reliably and on time everyday is perhaps one of the most important skills of all! At the same time we also understand and value that not all students learn at exactly the same pace. Below is an outline of some common deadlines that are given.

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

## **WEIGHTED GRADES POLICY**

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

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

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

## *College Credit Opportunities at DLHS*

#	Course	College Credits	Type of Credit	School
1	ACCT2210 – Managerial Accounting	1 Semester – 4	CE	MSTATE
2	ACCT2211 – Financial Accounting I	1 Semester – 3	CE	MSTATE
3	ART 1110 – Introduction to Art	1 Semester – 3	CE	MSTATE
4	BUS2204 – Principles of Management	1 Semester – 3	CE	MSTATE
5	BUS2206 – Principles of Marketing	1 Semester – 3	CE	MSTATE
6	CHEM 1111 – General Chemistry I	2 Semesters – 5	CE	MSTATE
7	COMM 1120 – Intro to Public Speaking	1 Semester – 3	CE	MSTATE
8	ED 205 – Introduction to Teaching	1 Semester – 3	CE	MSUM
9	ENGL 1101 – College Writing	1 Semester – 3	CE	MSTATE
10	HIST 1101 – Western Civilization I	1 Semester – 3	CE	MSTATE
11	HIST 1102 – Western Civilization II	1 Semester – 3	CE	MSTATE
12	MATH 1114 – College Algebra	2 Semesters – 4	CE	MSTATE

regular course.

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

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

See attached list for CE courses offered at DLHS

### **Eligibility and Transfer Credits:**

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

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

Grades Eligible for Weighting:

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

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

### **SCHEDULING PROCEDURES DROP/ADD**

#### **Drop Option**

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made to a student's schedule.
- Any drop after the 5th day of any course will result in an "F" for the class on the student's permanent transcript.
  - *Unless exercising the one time "Withdraw Option." See below for more information.*
- If students drop a course after the first 5 days, we will not move classes around in their schedule to accommodate adding another class. Classes that can be added are the ones offered that hour, or they can replace the dropped class with a study hall and make up the credit at a later time.
- We will not overload other classes to accommodate course drops!
- If a student drops/withdraws from an AP course and they have already signed up to take the exam, a refund will not be given for the cost of the exam.
  - The school is required to pay for the AP exams prior to them being administered and we do not get refunds for students who choose not to take the exam!

**\*Course drop requests will be reviewed by administration for approval. They will take into account information from the counseling center, instructors, parents, and the student.**

**\*\*PSEO and Concurrent enrollment classes do not follow the DLHS drop/add timeline. \*\*\*PSEO Deadline\*\*\* The deadline to notify the school and meet with counselors is **November 14th, 2025** for Semester two classes and **May 30th, 2026** for the upcoming school year.**

### **SCHEDULING CHANGES**

- **The following will be the only justifiable reasons accepted for schedule changes:**
  - You are missing a class (full time students must have at least 7 credits).
  - You have too many classes (students may have a maximum of 8 classes each semester).
  - You are scheduled for a class you've already taken.
  - You have completed a course on your schedule during summer school.
  - Schedule a class required for graduation.
  - There is a scheduling conflict.
  - Emergency situation approved by counselor and administrator.
  - You are exercising your Withdrawal Option.

- **Schedule changes will not be allowed for the following reasons:**
  - If you want to change your lunch period.
  - If you want a different teacher for a class.
  - If you want to change the period you have a certain class.
  - If you want to be in a class with a friend.
  - If you failed to turn in your registration sheet when it was due.

### **PASS/FAIL OPTION**

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made.
- **Students may take one course (not CE/AP/Advanced) for a Pass/Fail grade during their high school career. This needs to be determined by mid-semester.**

### **WITHDRAW OPTION**

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made.
- **Students may “withdraw” from one course during their high school career and get a “W” on their transcript. This gives them flexibility if things in their life are getting in the way of school.**
  - The deadline for withdrawing from a course is prior to 80% of the course completion.
    - Semester 1 deadline: December 13, 2024
    - Semester 2 deadline: April 25th, 2025
  - Paperwork must be completed prior to the deadlines above to be considered. Students not meeting these deadlines will remain in the course or be drop/failed.
- **NOTICE: Withdrawing from classes that have class trips or are performance based is not allowed.**
  - *Example: Withdrawing from band or choir after the Spring trip*

### **GRADUATION REQUIREMENTS**

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

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

→ Full Time Student: 9th and 10th graders must take 7 classes per day to be on track for Graduation. 11th and 12th graders may take 6 classes per day if they are on track for Graduation. 11th and 12th graders may have 1 Open Hour if they are on track for graduation, meet the Open Hour requirements, and have their parents' permission.

→ Maximum course load per semester: Students may take up to 7 classes per semester.

- ◆ Some students may have 8 classes if they are enrolled in a DLHS zero-hour course. DLHS only offers zero-hour courses when required for scheduling purposes. Options for Zero Hour Courses: Jazz Band, Laker Singers.

### **ACADEMIC LETTERING**

The Academic Lettering Award is given to students who have demonstrated excellence in the classroom at Detroit Lakes High School earning a 3.5 GPA or higher. Students who qualify for an Academic Letter are given a physical letter with the words academics on it, the first time they earn this award. In successive years, students will get an academic pin. Students can earn an academic letter each year that they are in high school.

The goals of the academic lettering program are:

- To recognize students who excel academically

- To demonstrate to students, staff, and the community the importance of academics. Especially effort over time.

## **GRADUATION CEREMONY PARTICIPATION**

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

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

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

All required coursework must be completed and turned in to the classroom teacher before 3:30 on the last day of school for Seniors. Students at risk of not participating in the ceremony and their parents are informed of their status on a regular basis throughout the school year.

## **GRADUATION CEREMONY STUDENT SPEAKERS**

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

## **GRADUATION - EARLY**

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

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

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

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

**A complete copy of Policy #613 is available at any school, the district administration center, or the school website located at [this link](#).**

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports and report cards can always be obtained electronically, at any time, by logging into your Skyward family or student access account. Mid-term progress reports will be mailed for students in danger of/or failing a course shortly after the mid-way point of each semester. Report cards will be mailed shortly after the end of a semester. End of semester dates are included in the district calendar. Parents who "opt out" of hard copy grade reports will only receive hard copy grade reports at the end of the school year.

## **LANGUAGE ACCESS PLAN**

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

- MDE Department website provides information to Multilingual speakers on where to quickly get help in a language

and format they can use and understand.

- Detroit Lakes Public Schools website embedded translation option
- Qualified EL instructors to assist in order to determine need and resources.
- Interpreter services are available through the Language Line which can be accessed by working with individual schools. Interpreters will be provided upon request. Parents should notify the office at the school, or the ML teacher if they would like an interpreter.
- Translation of Documents services are available through the Language Line which can be accessed by working with individual schools.

Additional information about DLPS Language Services may be found at:

[www.dlschools.net/departments/student-support-services/english-language-learner-services](http://www.dlschools.net/departments/student-support-services/english-language-learner-services).

## STUDENT ACTIVITIES

FALL	WINTER	SPRING	FULL YEAR
Boys Soccer - 8AA (Jessie Olsen)	Alpine Skiing-5A (Matt Brunkow)	Adaptive Bowling - 1A (Scott Piepkorn)	Business Professionals of America (Braeden Hogie)
Boys Cross Country - 8AA (Bill Kvebak)	Boys Basketball - 8AAA (Brett Maass)	Band Contest - 8AA (Tim Siewert)	DeLakonian (Yearbook) (Amy Knopf)
Girls Cross Country - 8AA (Ryan Zunich)	Boys Hockey - 8A (Ben Noah)	Boys Baseball - 8AAA (Mark Gulseth)	FFA (Amanda Thorsvig)
Fall Musical (Blake Weitzel)	Boys Swimming - 5A (TBD)	Boys Golf - 8AAA (Vern Schnathorst)	Interact (Nathan Ochsner)
Football - 8AAAA (Reed Hefta)	Boys Wrestling - 8AA (Taylor Nien)	Boys Tennis - 8AA (Zach Biggar)	Jazz Band - 8AA (Tim Siewert)
Girls Tennis - 8AA (Greg Unruh)	Cross Country Skiing - 8A (Dan Josephson)	Boys Track - 8AA (Ryan Zunich)	Key Club (Amy Lakin)
Girls Soccer - 8AA (Tim Garcia)	Dance Team - 4AA (Britton Ramsey)	Choir Contest - 8AA (Blake Weitzel)	Laker Singers - 8AA (Blake Weitzel)
Girls Swimming - 8A (Sam Salathe)	Girls Basketball - 8AAA (Robb Flint)	Girls Golf - 8AA (Dustin Martin)	Knowledge Bowl (Jennifer Burnside)
Girls Volleyball - 8AAA (Rachel Solum)	Girls Gymnastics - 8A (Leesa Lindegaard)	Girls Softball - 8AAA (Aimee Truedson)	National Honor Society (Jennifer Burnside)
Cheerleading - 1A (Carli Manjorin)	Girls Hockey - 8A (Gretchen Norby)	Girls Track - 8AA (Maggy Doll)	Native American Student Council (Melanie Holmquist)
	One-Act Play (Nikki Caulfield)	Prom Committee (Amy Lakin)	Pep Band (Tim Siewert)
	QWERTY Robotics - 1A (Christin Mohr)	Spring Play - 8AA (Nikki Caulfield)	Philanthropy and Youth (Sara Pender/Kalan Malchow)
	Speech - 8AA (Jennifer Burnside)	Trap Shooting - 1A (Cory Haverkamp)	Student Council (Mary Haus)

### USER FEE SCHEDULE FOR ACTIVITIES

Student Activity Fees	2025-2026 Fee
Middle School	\$75.00

<b>High School</b>	\$135.00
<b>**Knowledge Bowl**</b>	\$60.00
<b>**Business Professionals of America**</b>	\$85.00
<b>Educational Benefit Eligible (Free/Reduced)</b>	\$20.00
<b>Family Maximum</b>	\$475.00
<b>Facility Fee (In Addition to White Card Fee)</b>	
<b>Hockey</b>	\$315.00
<b>Gymnastics</b>	\$150.00
<b>Robotics</b>	\$100.00

\*User fees may vary - Some activities have a facility fee that does not apply to family max.

***\*\*You must register and pay online for each activity you participate in!***

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

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

**ACTIVITY SEASON PASS**

<b>Fee for Passes</b>	<b>2025-2026 Fee</b>
<b>Student - Single Event</b>	\$6.00
<b>Adult - Single Event</b>	\$8.00
<b>Fall Musical</b>	\$16.00
<b>Student Season Pass</b>	\$10.00

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

**HOW CAN STUDENTS REGISTER FOR ACTIVITIES?**

All registration can be found at [www.dllakers.com](http://www.dllakers.com). If you have questions or problems with registration please contact LaCarra Larson at [lacarralarson@detlakes.k12.mn.us](mailto:lacarralarson@detlakes.k12.mn.us).

**ELIGIBILITY AND SCHOOL ACTIVITIES POLICY**

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

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

# **BEHAVIOR & DISCIPLINE**

## **STUDENT CONDUCT AND “LAKERS” PRIDE**

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

## **NON-EXCLUSIONARY DISCIPLINE**

Maintaining a safe and welcoming learning environment is of utmost importance at DLHS. The procedures and policies below play a major role in maintaining the type of environment where students can learn, feel connected and safe here at school. When behavior issues do arise, DLHS staff intervene with the utmost professionalism with techniques that are pedagogically proven to improve student behavior. This includes the use of non-exclusionary discipline practices as a first resort whenever possible.

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

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

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

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

## **REASONABLE FORCE STANDARD**

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

## **ALCOHOL, DRUGS, AND DRUG PARAPHERNALIA**

Alcohol, Drugs, and Drug Paraphernalia have no place in schools and will not be tolerated at DLHS. Staff officials who have a reason to suspect use or possession of illegal drugs on school campus, are authorized to search the student, his/her locker, car or property and confiscate any contraband. If illegal items are discovered, parents/guardians will be notified as soon as possible by an administrator and may be requested to come to school immediately to help address the situation. This includes the use, possession and distribution of non-prescribed medications. Violations of this policy will result in the following:

- Suspension from school.
- Possible loss of parking privileges until a chemical health program has been completed.
- Referral to our Chemical Health Coordinator
- Referral to our Detroit Lakes Police SRO Officer
- Referral to outside chemical health agencies for repeat offenses.

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

Detroit Lakes High School may choose to administer alcohol screening tests to students who choose to attend

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

### **COMPLIANCE WITH SCHOOL PERSONNEL**

Students are expected to comply with all reasonable requests from any school personnel. Requests for a student's name, to accompany the staff member or report to the office, or directives to cease an activity are always considered reasonable requests. Refusal to comply with a reasonable directive, fleeing or giving a false name will be treated as insubordination and result in appropriate disciplinary action.

### **DISPLAYS OF AFFECTION**

School is not the appropriate place for students to display physical affection. Students are asked to refrain from intimate behavior (kissing, embracing, etc.) during school or at school events. Teachers and staff members are instructed to address students whose displays of affection are not appropriate for school.

### **DISRUPTIVE BEHAVIOR**

Each and every student is responsible for behaving in a manner that does not disrupt the order and safety of the learning environment. Students exhibiting behavior that creates or has the potential to disrupt the learning environment is in violation of school Rule 8 of District Discipline Regulations. Examples include, but are not limited to, throwing food in the lunchroom or being involved in activities such as the assassins game, which disrupt the learning environment of the school. Consequences may include mediation, in-school suspension, out-of-school suspension, and restitution for damages to the building and personal belongings.

### **BULLYING/CYBERBULLYING/MALICIOUS AND SADISTIC CONDUCT**

The safety and wellbeing of all DLHS students is of the utmost importance to our staff. School Board Policy #514 supports our goal of preventing and responding to any act of bullying, intimidation, violence, or other disruptive behaviors.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in School Board policy #514.
3. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

### **Malicious and Sadistic Conduct (New in 2023)**

2023 legislation outlines the prohibition of malicious or sadistic conduct under the bullying provision. A definition of this type of conduct is below.

- "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

## **DRESS CODE**

The purpose of a dress code is to maintain a safe, respectful, professional learning environment for all students. Additionally, to ensure that all students are treated equitably regardless of gender, gender identification, sexual orientation, race ethnicity, cultural observance, body type/size, household income, religion and personal style. Students are generally allowed to wear clothing of their choice as long as it is not disruptive to the educational environment or causes a safety concern in school. Appropriate clothing includes clothes that are reasonably modest, commonly decent, covers the body well and is appropriate for school. Inappropriate clothing for school can include (but is not limited to) the following:

1. Creates a potential danger to students' health and safety
2. Creates disorder/distraction in the learning environment
3. Causes others to be intimidated by fear or violence
4. Apparel promoting illegal activity by minors (For example, drugs or alcohol)
5. Is offensive or discriminatory in nature (lewd, sexual in nature, or promotes chemical use)
6. Communicates a message that is racist, sexist, or otherwise derogatory.
7. Approve, advance or provoke any form of harassment and/or violence against any individual or group of people.

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

## **DISCIPLINARY ACTION OPTIONS**

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

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

## **FIGHTING AND ASSAULT**

Fighting, Assault, or other acts of aggression will not be tolerated at DLHS. Students engaging in these behaviors will be suspended from school for a minimum of 3-5 days and referred to law enforcement for legal consequences.

## **HARASSMENT AND VIOLENCE**

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

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

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

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

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

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

### **HAZING**

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

### **INAPPROPRIATE LANGUAGE**

Use of profane and inappropriate language has no place in the school setting and may result in disciplinary action.

### **INSUBORDINATION**

Insubordination means that a student does not comply with a reasonable request from a teacher, any staff member, administrator, or volunteer. When students display this type of behavior they jeopardize the safety of themselves and others in the school environment.

### **NUISANCE ITEMS**

There are items that are not appropriate for the school setting and can cause disruption or distraction. Students in possession of these types of items will be asked by a staff member to turn them in. Examples include but are not limited to: laser pointers, liquid sprays, lighters, glow sticks, glitter, confetti, stink spray, etc..

### **RESPECT FOR PROPERTY**

The citizens of the Detroit Lakes School District have provided us with amazing facilities. Students are expected to do their part in taking care of our building including classroom areas, hallways, and especially the commons/lunchroom. Students are always expected to clean up after themselves and will be reminded to do so if garbage, food, or other items are left in the common areas. We expect students to take pride in these amazing spaces and begin to learn the importance of keeping things in good condition.

### **SOCIAL MEDIA PROCEDURES**

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a "nexus") between the behavior and the school and the behavior materially disrupts the school in some manner. Social media can be one of these "nexus" to school and often is the place where harassment, bullying, hazing, and even cheating on academics take place in today's world.

Understand that the primary responsibility for monitoring student use of social media lies with the parent. DLHS will respond in accordance with the discipline policies established by our School Board and by the State of MN when students are harassed, bullied, otherwise mistreated, or participate in academic dishonesty using social media or other online means. One of the best tools we have to combat these online forms of bullying is to promote healthy use of social media with our children. Below is a social media emergency plan that we employ when issues arise on social media. Please help us by monitoring your student's use of social media accounts, and by reporting issues that you see to administration.

#### Social Media Emergency Plan

- Parents can always lock down their kids' accounts on different programs.

- Investigation Plan: DLHS will determine High, Medium, and Low Risk issues:
  - Step 1: Determine nature of the threat, bullying, harassment, or inappropriate conduct.
  - Step 2: Investigate and work to get content taken down from social media platforms.
  - Step 3: Communicate with families the steps taken and the next steps to help remedy the situation.
  - Step 4: Develop a safety plan moving forward for those affected.
  - Step 5: Conduct an after action review to ensure that the problem has been addressed appropriately.

### **TOBACCO/VAPING**

In accordance with State Law and School Board policy #419, no student, teacher, administrator, other school personnel of the school district, or person may smoke or use tobacco, tobacco-related devices, or carry or use an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

**\*In accordance with District Policy #632 and State statute, tobacco used for the purpose of Indigenous ceremonies that are conducted under the supervision of a school official or Tribal Elder is not part of the tobacco policy referenced above. Indigenous students at DLHS regularly participate in smudging ceremonies and are encouraged to do so in celebration of their cultural heritage.**

### **WEAPONS/REPLICA WEAPONS/DANGEROUS OBJECTS**

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use, or distribute anything which appears to be a weapon. Consequences for broken or fake weapons will be the same as for real and functional weapons.

### **VANDALISM**

Vandalism is a violation of the law and will not be tolerated at DLHS. Student actions that cause damage to school equipment, property, or any property belonging to staff may result in suspension from school, payment for damages, restitution for the school’s expenses or a recommendation for expulsion.

### **IN-SCHOOL SUSPENSION**

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

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

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

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

### **DLHS BEHAVIOR GUIDE**

The behavior guide below is used by DLHS staff to respond to behaviors in a professional, research based, and consistent manner. Unique or special circumstances always arise that may call for a response that is different from a typical response listed in the chart below. Administration always has the ability to use discretion in these situations.

## DETROIT LAKES HIGH SCHOOL: MAJOR V. MINOR BEHAVIOR CHART

MINOR PROBLEM BEHAVIOR (CLASSROOM MANAGED)	TYPES OF MINOR BEHAVIORS (Classroom Managed)	TYPES OF MAJOR BEHAVIOR (Office Managed)	MAJOR BEHAVIOR: OFFICE MANAGED
<p><b>1st Level Response:</b></p> <ul style="list-style-type: none"> <li>→ Pause</li> <li>→ Quiet Word</li> <li>→ Pre-Arranged Signal</li> <li>→ A "Look"</li> <li>→ Planned Ignoring</li> <li>→ Proximity</li> </ul> <p><b>2nd Level Response:</b></p> <ul style="list-style-type: none"> <li>→ Redirect</li> <li>→ Re-teach</li> <li>→ Remind</li> <li>→ Private Conversation</li> <li>→ Phone Call Home</li> </ul> <p><b>3rd Level Response:</b></p> <ul style="list-style-type: none"> <li>→ Conference with student</li> <li>→ Phone call home</li> <li>→ Define problem</li> <li>→ Decide on action</li> <li>→ Agree on consequence</li> <li>→ Possible BARR referral</li> </ul> <p><b>Responding to Power Struggles:</b></p> <ul style="list-style-type: none"> <li>★ Pause, take a deep breath</li> <li>★ Speak slowly and calmly</li> <li>★ Shift responsibility</li> <li>★ Allow student to save face</li> <li>★ End with a thank you</li> </ul>	<ul style="list-style-type: none"> <li>→ Poor attendance (possible skipping)</li> <li>→ Disrespect of teachers/staff</li> <li>→ Disrespect of peers</li> <li>→ Technology issues</li> <li>→ Minor dress code issues</li> <li>→ Cell phones/computer (electronic device infraction)</li> <li>→ Inappropriate classroom behavior</li> <li>→ Cheating</li> <li>→ Lack of Engagement in class</li> <li>→ Defacing property (minor vandalism)</li> <li>→ Inappropriate language</li> </ul>	<p><b>Complete a referral in Skyward or Email for the following:</b></p> <ul style="list-style-type: none"> <li>→ Door infractions</li> <li>→ Parking infractions</li> <li>→ Skipping and leaving the building</li> <li>→ Major technology issues (non compliance)</li> <li>→ Skipping/Excessive tardies</li> <li>→ Major dress code issues</li> </ul> <p><b>Call and or Escort Student to the Main Office Immediately for the following:</b></p> <ul style="list-style-type: none"> <li>→ Assault/Fightings</li> <li>→ Threats and intimidation</li> <li>→ Serious insubordination</li> <li>→ Bullying/Harassment</li> <li>→ Chemical use                             <ul style="list-style-type: none"> <li>◆ Alcohol</li> <li>◆ Drugs</li> </ul> </li> <li>→ Destroying property (Major Vandalism)</li> <li>→ Disrespect to teacher/sub</li> <li>→ Possession of a Weapon (or Suspected Possession)</li> <li>→ Theft</li> <li>→ Inappropriate Sexual Behavior</li> </ul>	<p>Staff Action:</p> <ul style="list-style-type: none"> <li>● Complete Incident Referral (QMLATIV)</li> <li>● Contact Home</li> </ul> <p>Administrative Action:</p> <ul style="list-style-type: none"> <li>→ Conference with student</li> <li>→ Conference with guardian</li> <li>→ Restorative practice</li> <li>→ Follow up Communication to staff member                             <ul style="list-style-type: none"> <li>◆ Follow up conversation</li> <li>◆ Follow up email</li> </ul> </li> </ul> <p>*Note: Discipline is at the discretion of the Administration consistent with ISD 22 policy and State Law.</p> <p>**Documentation in QMLATIV</p>

## HEALTH, SECURITY, AND SAFETY

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

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

### MEDICATION ADMINISTRATION

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

### EMERGENCY PROCEDURES

#### EVACUATION AND LOCKDOWN DRILLS

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

## **LOCKDOWN EXPLANATIONS**

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

## **WATER SAFETY - TESTING FOR LEAD IN DRINKING WATER**

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

## **STUDENT IDs**

Students are expected to carry their Student ID with them in the building. Throughout the year student IDs are scanned for attendance when students leave or enter the building during the day. They are also used in the media center to check out school materials. Students will be issued their student ID once they arrive after pictures. DLHS Student IDs also contain the Suicide Prevention information below as required by State Law.

### **Suicide Prevention: LOOK OUT FOR EACH OTHER**

**\*The National Suicide Prevention Lifeline: 988**

**\*The Crisis Text Line: text MN to 741741**

**\*National Alliance on Mental Illness:  
1-800-950-NAMI or text NAMI to 741741**

**HELP IS AVAILABLE 24/7**

## **SCHOOL DOORS**

Students are expected to use the primary entrance and check in or out during the school day. All other doors will be locked during the school day for security purposes. Propping of doors to get back in after lunch or to let other students into the building is a major safety concern and will not be tolerated. Using doors inappropriately will result in disciplinary action.

## **SCHOOL PROPERTY AND SEARCHES**

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

## **SCHOOL LIAISON OFFICER**

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

The school Liaison Officer's responsibilities include:

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

## **BUS TRANSPORTATION AND SAFETY**

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

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

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

**The following Bus Safety instructions are emphasized:**

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

# **GENERAL INFORMATION**

## **AREA LEARNING CENTER**

The Detroit Lakes Area Learning Center was established to meet the needs of students who have experienced difficulty in the public educational system. Students must meet Graduation Incentive criteria to qualify for any of the Area Learning Center's alternative programs. ALC referrals are available in the Counseling Center and will be reviewed by the Student Assistance Team for consideration of alternative services.

## **BACKPACKS**

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

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

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

For further interpretation or assistance contact the District Social Worker.

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

## **DIRECTORY INFORMATION**

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

### A. Student contact information

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

### B. Parent contact information

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

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

The federal FERPA definition of "directory information" states: "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s).

Directory information *does not* include:

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

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

## **FEES**

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

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

**A complete copy of Policy 542 is available at any school, the district administration center, or the school website located at**

**<https://meetings.boardbook.org/Public/Book/2364?docTypeId=223646&file=a3d6d3a6-98dd-4e0e-87f9-7c4c33eba9f5>**

## **FOOD AND BEVERAGES IN SCHOOL**

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

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

The High School gymnasiums, weight rooms, and all instructional workspaces are not available for unsupervised activities. Students will not use these facilities unless a teacher or other administration-approved staff member is in attendance to supervise. Community Education activities will be under the supervision of the District #22 Community Education Director.

## **HALL PASSES**

Students are required to obtain permission from their teacher before leaving their classroom. Hall passes are used regularly at DLHS. Students are provided a hall pass they are to keep with them while in the hallway. If students are asked by an adult to see their hall pass, the expectation is that students respectfully comply with this request.

## **LOCKERS - PROPERTY**

School lockers are the property of the school district. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The School District may use contraband-sniffing dogs through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers. If the contraband-sniffing dog indicates that contraband is located in a locker, the interior of the locker and the items inside the locker will be searched.

Lockers should be used to house your textbooks and other school materials when they are not in use, and other personal belongings. You will be assigned a locker at the beginning of the year and will be expected to use that locker for the entire school year unless assigned another locker by a school principal. Students will be expected to keep their lockers clean and any item displayed within the locker should be in accordance with school policy.

It is important that you not share your locker or locker combination with any other student. Students are responsible at all times for their personal property and all items in their locker. You will be expected to keep your locker clean during the school year.

**A complete copy of Policy #502 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/236>.**

## **LUNCH ACCOUNTS**

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

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

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

On March 17, 2023, Governor Walz signed the MN Free School Meals bill into law. The MN Free School Meals Program is a permanent program that provides state reimbursement to schools that participate in the National School Lunch Program and the School Breakfast Program so that students can have one breakfast and one lunch at no extra cost to the student when they are in school. The Free School Meals Program began on July 1, 2023.

### **What is the Minnesota Free School Meals Program?**

The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school.

### **Can the meals be picked up or brought home like we did during the pandemic?**

No. Congregate meal service is required in the National School Lunch Program and the School Breakfast Program. Meals may not be taken off campus, sent home, delivered, or picked up by parents or others.

### **Do I still need to complete the Application for Educational Benefits?**

It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as: • WIC Benefits • Metro Transits' Transit Assistance Program • FCC Affordable Connectivity Program/Reduced price internet programs • Some summer camps, athletics programs and/or child cares offer scholarships or discounts.

### **What is included in the MN Free School Meals Program?**

In schools with Offer versus Serve (high schools and many elementary schools): • At breakfast, the student must choose at least 3 items to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their breakfast. • At lunch, the student must choose at least 3 components to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their lunch.

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

## **MATERIALS ISSUED TO STUDENTS**

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

## **MESSAGES**

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

## **MILITARY RECRUITERS**

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

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

Electronic device procedures at DLHS:

1. Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.
2. All classrooms require students to place their devices in a phone caddy. It is our expectation that this occurs every class period.
3. Cell phones are not needed to carry out any academic work that our instructors have students complete.
4. As a 1:1 technology school, every student is issued a Chromebook each year that is capable of fulfilling all technology requests that are needed for academics.
5. Earbuds and AirPods are not allowed in the classroom.
6. When a student requests to use the restroom, their phone will remain in the classroom phone caddy.
7. No Phones Are Allowed During Academic Intervention Time (AIT) or Advisory as these periods are treated just like any other classroom where attendance is taken.
8. Important reminder: No unsolicited pictures should be taken of other students without consent at any time! Unsolicited pictures that are taken or sent to other students are a form of bullying or harassment and will not be tolerated.
9. Phones can be used during passing time, during lunch, and in a course where the teacher specifically instructs students to use them for academic purposes only.



Consequences for inappropriate use:

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

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

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

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

## **NEXUS TO SCHOOL/OFF CAMPUS BEHAVIOR**

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a “nexus”) between the behavior and the school and the behavior materially disrupts the school in some manner. Consequences for actions that occur off campus, but materially disrupt the school include, but are not limited to: placement in in-school-suspension (ISS), out-of-school- suspension (OSS), loss of extra-curricular eligibility as defined by Minnesota State High School League bylaws, and social suspensions (revoking of privilege to attend extra-curricular or other school-sponsored activities). “Off Campus” is defined as locations not part of the school district. Parking lots on school property and property belonging to facilities used for school-sponsored activities are considered to be on campus.

### **OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

### **PARKING**

All students must obtain a parking permit for any vehicle they plan to park in the school’s student parking lot. Parking permits are \$20 and available in the Main Office. Parking of student cars will be permitted only in the student parking lot to the south and west of the building. The northeast parking lot is reserved for staff parking and school bus use only.

Violations of parking policy include:

- Failing to follow posted traffic signs and markings
- Failing to follow standard traffic laws
- Parking anywhere except the southwest student parking lot (No parking in visitor spaces, handicapped spaces, or Laker Pride spaces without a permit)
- Parking in a way which occupies more than a single parking space. Consequences for violating the parking expectations may include:
  - assigned detention time, or
  - fined for illegal parking or not having a parking permit (minimum \$5), or
  - denied the privilege of parking in school’s student parking lot and warned that further violations will result in towing, or
  - towed at the owner/operator’s expense. Damage that may be incurred as a result of towing shall be the sole responsibility of the owner/operator.

### **PARKING FINE SCHEDULE**

- 1st Violation – \$5 Fine
- 2nd Violation – \$5 Fine
- 3rd Violation – \$20 Fine and Parking Permit revoked for the remainder of the school year.
- 4th Violation – \$20 Fine and Towed (due to being banned from DLHS Parking Lots in 3rd violation)

### **PARKING - Receiving Parking Lot**

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

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

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

### **PESTICIDE USE**

Occasionally pesticides are used to control harmful insects or weeds. Parents and students will be notified if pesticides are used in the building or on the grounds.

## **PLEDGE OF ALLEGIANCE**

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

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

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

<https://hs.dlschools.net/students/registration-information>

\*Note that there are deadlines for enrollment in PSEO that are communicated to both students and parents.

## **POSTERS**

1. Posters or signs shall not be placed in the building without permission from a building administrator. The main office will mark all approved posters.
2. Approved posters may be placed in the following designated areas:
  - On designated bulletin boards in the halls;
  - In the commons area;
  - In individual rooms and in the display cases if the student has permission from the teacher.
3. Posters shall be neat in appearance and appropriate in subject matter, grammar, spelling, etc.
4. Posters allowed to be displayed in Detroit Lakes High School are:
  - those having to do with Detroit Lakes High School events, or
  - other school sponsored activities.
5. Posters shall be removed by the organization the day after the event or function they advertised.

## **RECORDS**

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

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

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

- send a transcript of your school record to a college.
- send a transcript to a vocational school or university.

- give information from your record to a prospective employer.

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

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

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

### **RELEASE OF DIRECTORY INFORMATION**

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

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

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

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

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

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

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

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

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

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

with employers, mentors, and other learning experiences.

## **SECTION 504**

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

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

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

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

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

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

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

**Please contact your child's counselor at 847-4491 if you have questions.**

## **SEMESTER ASSESSMENTS ("FINALS")**

All students are expected to be in all of their classes (including study halls and classes they do not have a final test) during "Finals". Attendance procedures operate the same as any other school day: teachers will be reporting all absences, parents are expected to notify the Main Office of absences, and students are liable for consequences resulting from unexcused absences.

Students are responsible for making arrangements with teachers to make up final tests if absent on test days.

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

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. Student surveys may be conducted as determined necessary by the school district.

## **STUDENT SURVEYS IN GENERAL**

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

the student gives written permission for the student to participate in such survey. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

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

### **SURVEILLANCE EQUIPMENT**

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

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

### **STATEWIDE TESTING AND ASSESSMENT INFORMATION**

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

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

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

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

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

### **TITLE IX POLICY**

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

## **TECHNOLOGY USE**

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

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

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

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

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

### **UNACCEPTABLE USES**

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education or professional setting, or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Unless directed and for official school district use, users will not use the school district system to post private information about another person's personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Instagram", "Twitter" and "Facebook."
7. Users must keep all account information and passwords for software (which is not housed or managed on the district network) on file and/or communicate the location of this information to the employee's building administrator or supervisor. It is not necessary to keep account information and passwords on file for Skyward or the district network login

information. Users may not share account information or passwords with others users. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

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

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

## **FILTER**

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are 1) obscene; 2) child pornography; or 3) harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

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

## **VIOLATION GUIDELINES**

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

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

## **CONSISTENCY WITH OTHER SCHOOL POLICIES**

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

### **LIMITED EXPECTATION OF PRIVACY**

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

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

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

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

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

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

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

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

## **FREQUENTLY ASKED QUESTIONS**

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

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

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

- The District will send a mass communication to all parents alerting them of the change due to weather. Listen to radio stations KDLM (AM 1340) and KRCQ (FM 102.3). The district will also use its “Instant Alert” system to notify parents and students about weather delays. Mr. Omang will also use his parent newsletter email notifications in these instances.

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

- Parent/Guardian should report student absences using the Skyward Absence Notification App by 8:00 a.m. on the day of the absence.
- Call 218-847-4491 and let the school attendance assistant know the reason for the absence. Give any applicable appointment cards from medical providers to the office to ensure the absence is recorded as Exempt.

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

- Students and parents may view all attendance data using their Skyward account.
- Parents are encouraged to set up Skyward’s automatic messaging system so they are sent reports of their child’s attendance and grades on a regular basis.

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

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

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

- Call to notify the office and have your child fill out the Advance Notice form and turn the form into the office before the trip.
- Students are allowed five Exempt “personal” or “vacation” days during the year. Absences after the first five “personal” reasons are considered Non-Exempt.

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

- Student absences should be reported in ONE of the following ways by 8:00 a.m. on the day of the absence.
  - **Skyward Online Family Access (Preferred Method)**
    - i. <https://skyward.iscorp.com/DetroitLakesISDMNStuSTS/Session/Signin>
  - **Automated Attendance Line**
    - i. **218-847-4491**

**\*Please allow a minimum of 2 hours during the school day to process your requested absence in Skyward Family Access. \*\*Note: The attendance line cannot accommodate last minute requests!**

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

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

## **WHAT ABOUT TARDINESS?**

- Tardiness will be handled by each individual teacher:
  - Students can lose their open lunch privilege when they hit 5 tardies!
  - Open lunch privilege will be restored once a student has no tardies for 1 week.
- Tardies in excess of 10 minutes will be considered unexcused absences and will be recorded in the student’s attendance record.

## **HOW CAN I AVOID NON-EXEMPT ABSENCES?**

- Always stop in the office to check-out before leaving the building when you have a scheduled class.

- Regularly check your attendance on Skyward and work with your teachers to ensure it is accurate.
- Visit the school nurse before leaving school because of illness (the nurse can Exempt illness absences).
- Provide documentation for all absences (from medical providers).
- Request pre-approval for all absences you know about in advance of the dates of absence.
- Schedule appointments for before or after school. If that isn't possible, always bring back verification from the medical provider.
- Protect your Sleep - Find out the following information and then use it to figure out when you should go to sleep the night before school:
  - o How much sleep does your body need every night? (probably between 8-10 hours)
  - o How long does it take you to get ready for school in the morning and get to school?
  - o When does school start?
    - Hint: 1<sup>st</sup> hour begins at 8:15 AM and 0 Hour begins at 7:20 AM
  - o Example: Billy needs 9 hours of sleep each night (average teenager). It takes him a little more than one hour to get dressed, eat, and then drive to school after waking up. His first class is at 8:15 AM but he likes to get to school at 8:00 AM. When should Billy be in bed?
    - Answer: Billy should be in bed by 10:00 PM in order to get nine hours of sleep and then get to school on time for his first class

#### **WHAT DO I DO IF I ARRIVE TO SCHOOL AFTER CLASS STARTS?**

- If you arrive at school after the beginning of your school day, report to the Main Office to check in.

#### **WHAT IF I WILL BE ABSENT DURING THE SCHOOL DAY?**

- Make every effort to ensure the reason for your absence is Exempt instead of Non-Exempt:
  1. Verify your reason for missing class with the Exempt vs. Non-Exempt information provided in this handbook.
  2. If your reason for missing school is Non-Exempt, stay in school, visit with your counselor, an attendance officer, or an administrator.
  3. Prior to leaving school, you must report to the Main Office and explain your reason for missing class.
  4. If you will be leaving school, we must have parent/guardian permission before you leave and you must sign out in the Main Office. Failure to follow proper sign- out procedures will result in a Non-Exempt absence.

#### **HOW DO I SEE A SCHOOL COUNSELOR?**

- Come to the Counseling Center. If a counselor is not immediately available, you can make an appointment to see them.

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

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

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

- Check with the Counseling Center.

#### **WHAT SHOULD I DO IF I LOST OR FOUND SOMETHING?**

- Report it to the Main Office.

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

- Report it immediately to the Main Office or the Police-Liaison Officer.
- DLHS investigates thefts to the best of our ability however, does not replace items we cannot recover.
- Students are encouraged to not bring anything of value to the high school and to always lock their belongings in their lockers, especially in the locker rooms.

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

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

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

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

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

- Your parent/guardian needs to contact the Main Office to request a pass for you to leave the building. Pick up a pass in the Main Office before you leave. Not following proper sign-out procedures may result in an unexcused absence.
- Request a note from the clinic and bring it to the office when you return to school. Medical appointment absences unverified by a note from the medical provider are considered Non-Exempt.

#### **WHAT IF I HAVE A LOCKER PROBLEM?**

- Report the problem to the Main Office.

#### **CAN I LEAVE CAMPUS DURING LUNCH?**

- Sophomores, Juniors and Seniors can leave campus during lunch and must meeting the following conditions:
  - o Less than 5 tardies total to class
  - o No Unexcused absences during the previous week (See below for definition of unexcused absences).
- Keep in mind that this is a privilege and can be taken away at any time especially if it is being abused (i.e...coming back excessively late to the next class period, having behavior problems during lunch, in the parking lot, or in the community).

#### **CAN I TALK TO A PRINCIPAL?**

- Yes! Come to the Main Office and ask an office assistant for help finding a principal.

## **SCHOOL BOARD POLICIES**

### **All School Board Policies Can Be Found At:**

**<https://meetings.boardbook.org/Public/Organization/2364>**

**[POLICY 404 - EMPLOYMENT CRIMINAL BACKGROUND CHECKS](#)**

**[POLICY 413: HARASSMENT AND VIOLENCE POLICY](#)**

**[POLICY 417: CHEMICAL USE/ABUSE POLICY/PROCEDURES](#)**

**[POLICY 502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON](#)**

**[POLICY 503 - STUDENT ATTENDANCE](#)**

[POLICY #504 STUDENT DRESS AND APPEARANCE](#)

[POLICY 505: DISTRIBUTION OF NON SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY](#)

[POLICY 514: BULLYING PROHIBITION POLICY](#)

[POLICY 520 - STUDENT SURVEYS](#)

[POLICY 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY](#)

[POLICY 526: HAZING POLICY](#)

[POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES](#)

[POLICY 621: GRADING AND REPORTING OF PUPIL ACHIEVEMENT](#)