



DETROIT LAKES PUBLIC SCHOOLS
AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, August 22, 2022 - 5:30 PM
City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

The mission of the Detroit Lakes Public schools is to fill our sails with Laker PRIDE.

District Office ~ 702 Lake Avenue, Detroit Lakes, MN 56501 ~ 218.847.9271 ~ Website: www.dlschools.net
Superintendent: Mark Jensen Director of Finance & Operations: Jason Kuehn Education Director: Renee Kerzman

BOARD MEMBERS:

Amy Erickson, Vice-Chair
1380 East Shore Drive
Detroit Lakes, MN 56501
218.841.2944

Ethan Walz
21762 244th Ave
Detroit Lakes, MN 56501
218.371.7619

Michelle Okeson
24842 County Rd 113
Detroit Lakes, MN 56501
218.841.6065

Mary Rotter- Treasurer
23625 Pebble Beach LN
Detroit Lakes, MN 56501
651.335.0396

John Steffl, Chair
22370 Steffl Road
Callaway, MN 56521
218.850.5060

April Thomas, Clerk
25592 Almquist Road
Detroit Lakes, MN 56501
651.271.1818

Student Representatives: Quinn Rogstad- 24rogstquin@detlakes.k12.mn.us, Nick Buboltz- 25bubolnich@detlakes.k12.mn.us

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the August 22, 2022 Regular School Board Meeting as presented.

V. RECOGNITIONS

Presenter: Steffl, Board Chair

VI. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

A fifteen-minute time limit will be allowed for audience comment. Those requesting audiences will inform either the Board Chairman or the Superintendent prior to the meeting that you wish to address the Board.

VII. PROGRAM PRESENTATIONS

Presenter:

A. Food Service

Presenter: Food Service Director, Anne Skjold

VIII. CONSENT ITEMS

Presenter: Steffl, Board Chair

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any

member of the board.

A. Approve the Minutes of the July 25, 2022 Regular School Board Meeting.

B. Approve District Bills

C. Approve District Hand Payable Bills

D. Approve Personnel Agenda Items

E. Construction Change Orders

F. Approve the 22-23 Return to School Plan

G. **Approve Second Reading of Policies:**

1. 428- Substitute Teacher Pay

2. 503- Student Attendance

H. **Donations**

1. \$500 from Richwood Lutheran Church for unpaid lunch accounts.

2. \$500 from Detroit Lakes Rotary Breakfast Club for Literacy at Rossman

IX. **DISCUSSION ITEMS**

Discussion items receive individual attention because of the nature of the issues and need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the items is required. Discussion items will typically return to the agenda at a future point for more specific action.

A. **First Reading of Policies:**

Presenter: Steffl, Board Chair

1. 407- Hazardous Substances

2. 413- Harassment and Violence

3. 414- Mandatory Reporting

4. 415- Mandatory Reporting

5. 416- Drug and Alcohol Testing

6. 417- Chemical use and Abuse

7. 419- Tobacco-Free Environment

8. 420- Communicable Diseases and Infectious Conditions

9. 506- Student Discipline

10. 514-Bullying Prohibition

11. 525- Violence Prevention

12. 529-Violent Students

13. 532- Removing Students with IEPs

14. 709-Student Transportation Safety

15. 806-Crisis Management

X. **ACTION ITEMS**

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

A. Superintendent Contract- Approve the renewal of the Superintendents Contract for Mark Jensen effective July 1, 2023 through June 30, 2026

Presenter: Steffl, Board Chair

B. Student Handbooks - ALC, High School, Activities, Coaches, Middle School, Roosevelt Elementary, Rossman Elementary, Lincoln Education Center

Presenter: Steffl, Board Chair

C. Bond Resolution- resolution stating the intention of the school board to issue general obligation School Building Bonds, Series 2022A, in the maximum aggregate principal amount of \$2,435,000; and taking other actions with respect thereto.

Presenter: Steffl, Board Chair

D. Out of State Travel-FFA National Convention.

Presenter: Janelle Hueners

E. Approve the Dissolution of the Cooperative Sponsorship for Girls Swimming between Frazee High School and Detroit Lakes High School.

Presenter: Steffl, Board Chair

F. Approve the Cooperative Sponsorship for Girls Swimming between Frazee High School,

Hawley High School, and Detroit Lakes High School.

Presenter: Steffl, Board Chair

XI. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

B. Facilities Committee- 08/16/22

Presenter: Erickson- Vice Chair

C. Finance Committee- 08/18/22

Presenter: Pedersen, Board Treasurer

XII. UPCOMING EVENTS AND ACTIVITIES

Presenter: Steffl, Board Chair

A. Facilities Committee-09/20/22

B. Finance Committee- 09/22/22

C. September Board Meeting- 09/26/22 5:30PM MState room C101

XIII. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

	Purpose our intention, what drives us	Deliver educational excellence.
	Relationships the ways we connect and behave toward each other	Care and communicate positively and respectfully within and across our schools and community. • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities	Embrace creativity and critical thinking. • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	Foster the academic, social, emotional, and cultural needs of all learners. • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	Equity the quality of being fair (not equal) and impartial	Ensure that our values, policies, and practices are equitable for our students, staff, and community. • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

I pledge allegiance to the flag
of the United States of America,
and to the Republic
for which it stands,
one Nation under God,
indivisible,
with Liberty and Justice
for all.



DATE: August 22, 2022

TO: Mark Jenson, Superintendent and Board of Education

FROM: Anne Skjold, Food Service Director

SUBJECT: **2021-2022 Food Service Program Recap**

Over the past couple years my team has consistently went above and beyond expectations, while enduring many challenges, staff shortage and supply chain issues. Please commend my staff for their efforts and commitment to the students and families of Detroit Lakes Public Schools.

PARTICIPATION:

- A big thank you to the students and staff that dine with us.
 - Lunch - We served on average, 60% of all students district wide every day with our lunch program for an annual total of 250,767 lunches served. Our average lunch count per day was 1610.
 - Breakfast - Our average breakfast count per day was 594 students or 22%. Annual total of 96,231
 - Attached is a five year history of meals served.
- We had net revenue of \$100,337.50 from non-program revenue such as contracts with M-State and Mahube-Otwa, Concessions and miscellaneous special events (Summary Attached).
 - We had approximately \$30,341.39 in NET revenue at the concession stand in the High School. This came from 50 events for an average of approximately \$606.82 per event.
- Summer Food Service Program (SFSP) was offered this year for Credit Recovery groups, SAIL, ESY, Stellher and the YES network. I do not have a total tally as we are still inputting data for claiming. Estimated Numbers are
 - June estimate 2008 meals
 - July Estimate 9840 meals

FREE AND REDUCED APPLICATIONS:

- Total free and reduced students on file May 31, 2022 were 828 (30.6%) compared to 946 in May of 2021.
- 21-22 Breakfast and Lunch was Free to all under Federal and State COVID related waivers
 - 34% of Lunch meals served were to free or reduced approved students.
 - 40% of the meals served for breakfast were to free or reduced approved students

KINDERGARTEN MILK PROGRAM:

- We participated in the Minnesota Kindergarten Milk Program with 25,279 additional half pints being served to Kindergarten students.
- Cost to the District was covered by State aid.

MINNESOTA DEPARTMENT OF HEALTH:

- The MDH inspected each of our kitchens, including our prep kitchen at MState during the year. All schools in Minnesota are mandated to be inspected twice each year. We received only one non-critical orders, which has been corrected.

INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes Public Schools

Food Service Program Summary
Number of Meals Served

BREAKFAST PROGRAM:

	2016-17	2017-18	2018-19	2019-20	2020-21*	2021-22
Free	53,864	49,312	42,778	40,842	118,964	29,219
Reduced	12,272	14,846	16,885	16,856		10,063
Full Priced	37,527	42,226	61,091	59,738		56,949
Total	103,663	106,384	130,754	117,436	118,964	96,231

Distribution -> 124432

Grand Total 243,396

LUNCH PROGRAM:

	2016-17	2017-18	2018-19	2019-20	2020-21*	2021-22
Free	129,016	112,928	106,011	61,359	166,681	62,033
Reduced	35,184	40,624	37,573	31,588		22,377
Full Priced	186,139	190,157	194,157	147,444		166,357
Total	350,339	343,709	337,613	240,391	166,681	250,767

Distribution -> 124432

Grand Total 291,113

STUDENTS IN AVERAGE DAILY MEMBERSHIP:

	2016-17	2017-18	2018-19	2019-20	2020-21*	2021-22
	2960	2911	2994	2947	2788	2703

* 20-21 Distribution total include summer months

		Schools	ADP*	RS	RV	MS	HS	ALC	LEC
September	Total Breakfast	7,876	474	136	138	58	77	14	51
	Total Lunch	25,951	1,535	391	437	354	312	14	26
October	Total Breakfast	10,591	557	139	138	135	83	13	50
	Total Lunch	29,917	1,575	393	440	352	348	17	26
November	Total Breakfast	10,980	549	143	153	116	76	15	46
	Total Lunch	29,874	1,573	396	447	343	342	21	25
December	Total Breakfast	9,331	622	163	168	123	102	19	47
	Total Lunch	25,747	1,612	404	445	355	364	20	23
January	Total Breakfast	8,709	484	125	130	100	77	15	38
	Total Lunch	27,739	1,734	433	462	382	407	23	27
February	Total Breakfast	8,901	593	154	167	120	96	18	39
	Total Lunch	24,367	1,624	413	441	364	359	21	26
March	Total Breakfast	14,264	679	174	185	146	107	19	48
	Total Lunch	34,149	1,630	412	453	364	346	25	29
April	Total Breakfast	12,776	701	168	177	166	124	22	44
	Total Lunch	31,287	1,652	413	439	367	354	27	52
May	Total Breakfast	12,803	686	163	151	180	118	25	50
	Total Lunch	29,425	1,557	385	436	363	319	25	30
Grand Total Breakfast		96,231	27%	1,364	1,406	1,143	859	161	412
Grand Total Lunch		258,456	73%	3,643	4,001	3,242	3,150	193	264
		354,687		5,007	5,407	4,385	4,009	355	675
			Breakfast	27%	26%	26%	21%	46%	61%
			Lunch	73%	74%	74%	79%	54%	39%
Average ADP		Breakfast	594	152	156	127	95	18	46
		Lunch	1,610	405	445	360	350	21	29
		Breakfast	22%	26%	27%	22%	11%	22%	102%
		Lunch	60%	69%	77%	64%	42%	26%	65%
		Schools		RS	RV	MS	HS	ALC	LEC
FREE		632		120	200	137	147	28	21
REDUCED		196		40	45	42	64	5	9
Full Pay		1,830		429	333	388	630	50	15
Total Students		2,703		589	578	567	841	83	45
FR-Rate		30.6%		27.2%	42.4%	31.6%	25.1%	39.8%	66.7%

* ADP=Total reimbursable Meals served / Number of Days Served

Estimated Daily Student count 2,703

Summary of 2021-2022 Non Program Revenue

	<u>Revenue</u>
MAHUBE HEADSTART	
Breakfast, Lunch, and Snack	\$147,551.00
M-STATE CATERING	
Café	\$10,804.90
Special Functions	<u>\$8,473.67</u>
	\$19,278.57
ISD Non-Program	
Latchkey, Lakershop, Concessions, Special Events, etc	\$97,216.49
<u>GROSS REVENUE NON-PROGRAM</u>	\$264,046.06
Expenses (food, supplies, wages, fringe, etc)	\$163,708.56
Net, Non-Program	\$100,337.50

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

Regular School Board Meeting
Monday, July 25, 2022, 7:00 AM
City Council Chambers ~ 1025 Roosevelt Avenue, Detroit Lakes, MN, 56501

Present: Amy Erickson, Courtney Henderson, Jennifer Pedersen, John Steffl.

Absent: April Thomas, Dr. Thomas Seaworth

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

The Pledge of Allegiance was recited.

A motion was made by Erickson, seconded by Pederson, to approve the agenda. Motion carried unanimously.

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

- A. Approve the Minutes of the June 27, 2022 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #700000-700075 and #700085-700190 in the amount of \$1,919,146.53 Hand Payable Checks #6667866-667869, #668041-669062, #668183-668215, #202100275, #202206001-202206006, #202206101-202206102, #202206501-202206504, 202206601-202206604, #202206801, and #202306101 in the amount of \$6,095,202.71 for a total of \$8,014,349.24. Senior High Activity Account Hand Payable checks #400903-400927 in the amount of \$43,248.63. Middle School Activity Account Hand Payable Check #200134, in the amount of \$172.41. (EXHIBIT)
- C. Approve Personnel Agenda Items. (EXHIBIT)
- D. Approve the change in Authorized Signers on Official Depositories.
- E. Approve Pupil Transportation Contract with Olander Bus Service
- F. Renew Detroit Lakes Chamber of Commerce Membership
- G. Approve Service Agreement for the Transportation of Children and Youth in Foster Care.

The following items were up for discussion

- A. First reading of Policies:
 - 1. 428- Substitute Teacher Pay
 - 2. 503- Student Attendance
- B. Alternate location for upcoming board meeting- M-State

A motion by Erickson, seconded by Pederson to approve the Property Tax Levy Calendar. Motion carried unanimously. (EXHIBIT)

A motion by Erickson, seconded by Henderson to approve the Long Term Facilities Maintenance (LTFM) Ten-Year Plan. Motion carried unanimously. (EXHIBIT)

A motion by Pederson, seconded by Henderson to approve Resolution for the Annual Designation of Identified Official with Authority (IOwA). (EXHIBIT)

Superintendent Jenson reported on happenings in the School District

Board Treasurer Pedersen gave an update on the Finance Committee Meeting. (EXHIBIT)

Board Chair Steffl gave an update on the Facilities Committee Meeting. (EXHIBIT)

Board Chair Steffl announced upcoming meetings and events .

A motion by Henderson, to adjourn the meeting at 7:40 AM, seconded by Pederson. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA

July 25, 2022

1) **Resignations:**

Marjorie Berg– Finance Assistant, effective July 8, 2022

Zachary Biggar– Assistant girls Tennis Coach, effective June 7, 2022

Jennifer Fode– DLMS Administrative Assistant, effective July 29, 2022

Stephanie Goodrich–Lincoln Education center Teacher Assistant, effective July 29, 2022

Nicole Herman– Roosevelt Latchkey Supervisor, effective July 12, 2022

Sydney Prussia– Head Softball Coach, effective July 18, 2022.

Dylan Surface– 9th Grade Football Coach, effective June 22, 2022

Tom Vagle–Assistant Softball Coach, effective June 1, 2022

2) **Retirements:**

3) **Appointments:**

Christina Bergeron– District Wide EL Teacher, at the rate of MA Step 12, or a contract amount of \$64,309, effective August 24, 2022.

Jennifer Fode– Finance Assistant, at the rate of \$22 per hour, effective August 1, 2022.

Steve Fode– E-lakers Online Science, at the rate of \$30 per hour working up to 10 hours per week, effective August 42, 2022.

Tanner G Keyser– Full-time Custodian, at the rate of \$18.33 per hour, effective June 30, 2022

Beth Leighton– Middle School Volleyball Coach, at the rate of .5 step 7, or a contract amount of \$1,074.71 per season, effective August 22, 2022.

Amy C Moors– First Grade Teacher, at the rate of BA +20, Step 5, or a contract amount of \$48,568, effective August 24, 2022.

Steven Moser– Chemical Health Coordinator, at the rate of \$54,000 per year, effective August 24, 2022.

Sarah Seuntjens– Middle School Volleyball Coach, at the rate of .5 Step 1, or a contract amount of \$936.68, effective August 22, 2022.

Donna A Stroeing– ECFE Para, at the rate of \$15.95 per hour, effective August 23, 2022.

Lourdes Tangen– ECSE Para, at the rate of \$15.25 per hour, effective September 6, 2022.

3) **Amended Assignment:**

Dori Fugere– High School Paraprofessional, amending schedule from 29.75 hours per week to 37.50 hours per week, effective August 20, 2022.

Jen Lehmann– Middle School Paraprofessional, amending schedule from 29.75 hours per week to 37.50 hours per week, effective July 1, 2022.

Ben Pedersen– 9th Grade Football Coach, amending assignment to JV Football Coach, at the rate of \$4,049.37 per season, effective August 15, 2022.

Miranda Mahlum– High School Media Center Assistant, amending part time 29.75 hours to 37.5 hours per week, effective August, 20, 2022.

4) **Leave of Absence:**

Wendy Dahring– Lead Middle School Cook, requests leave of absence beginning September 6, 2022 and ending September 23, 2022.

Dylan Larson– Rossman Custodian, requests leave of absence beginning July 25, 2022 and ending September 12, 2022.

5) **Terminations:**

6) **Sixth Period Pay:**

Mitchell Benson, High School Science Teacher, assigned a sixth class for the fall 2022 semester.

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	1214	700205	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	08/08/2022	594.33
			1215	700206	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	08/08/2022	675.00
			1216	700207	Check	1	1041		AMERICAN TIME & SIGNAL CO.	Yes	No	No	USD	08/08/2022	345.67
			1213	700208	Check	1	1003		A-OX WELDING SUPPLY CO. INC.	Yes	No	No	USD	08/08/2022	11.20
			1217	700209	Check	1	1064		ARROW ELECTRIC SUPPLY COMPAN	Yes	No	No	USD	08/08/2022	42.94
			1218	700210	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	08/08/2022	59.73
			1219	700211	Check	1	1107		BEUG'S ACE HARDWARE	Yes	No	No	USD	08/08/2022	207.81
			1220	700212	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	08/08/2022	1,523.05
			1276	700213	Check	1	2336		BLUUM OF MINNESOTA, LLC	Yes	No	No	USD	08/08/2022	3,029.40
			1221	700214	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	08/08/2022	14.85
			1222	700215	Check	1	1175		CAROUSEL DIGITAL SIGNAGE	Yes	No	No	USD	08/08/2022	2,950.00
			1223	700216	Check	1	1184		CDW GOVERNMENT, INC.	Yes	No	No	USD	08/08/2022	11,214.00
			1224	700217	Check	1	1186		CENEX COMMUNITY CO-OPS	Yes	No	No	USD	08/08/2022	1,090.77
			1225	700218	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	08/08/2022	56.93
			1226	700219	Check	1	1202		CITY OF DETROIT LAKES	Yes	No	No	USD	08/08/2022	29,878.55
			1227	700220	Check	1	1214		CONNECT INTERIORS	Yes	No	No	USD	08/08/2022	80.00
			1228	700221	Check	1	1231		CULINEX	Yes	No	No	USD	08/08/2022	277.12
			1229	700222	Check	1	1233		CUMMINS SALE & SERVICE	Yes	No	No	USD	08/08/2022	426.04
			1230	700223	Check	1	1274		DETROIT LAKES OVERHEAD DOOR	Yes	No	No	USD	08/08/2022	180.00
			1231	700224	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	08/08/2022	849.93
			1275	700225	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	08/08/2022	213.10
			1232	700226	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	08/08/2022	18,562.00
			1233	700227	Check	1	1358		FELDT PLUMBING & EXCAVATING LL	Yes	No	No	USD	08/08/2022	15,550.00
			1234	700228	Check	1	1380		FODE, RHONDA	Yes	No	No	USD	08/08/2022	375.36
			1235	700229	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	08/08/2022	2,930.90
			1236	700230	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	08/08/2022	5,310.00
			1237	700231	Check	1	1417		GLENNS BODY REPAIR	Yes	No	No	USD	08/08/2022	8,175.60
			1277	700232	Check	1	2337		GULON, SAMANTHA	Yes	No	No	USD	08/08/2022	77.10
			1238	700233	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	08/08/2022	670.99
			1239	700234	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	08/08/2022	4,834.48
			1240	700235	Check	1	1534		ILLUMINATE EDUCATION, INC.	Yes	No	No	USD	08/08/2022	15,140.00
			1241	700236	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	08/08/2022	195.57
			1242	700237	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	08/08/2022	69.71
			1243	700238	Check	1	1641		LABINE, MICHAEL	Yes	No	No	USD	08/08/2022	429.21
			1244	700239	Check	1	1666		LEARNING A-Z	Yes	No	No	USD	08/08/2022	6,826.00
			1245	700240	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	08/08/2022	1,594.61
			1246	700241	Check	1	1709		MARSHALL MEMO LLC	Yes	No	No	USD	08/08/2022	140.00
			1247	700242	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	USD	08/08/2022	560.00
			1248	700243	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	08/08/2022	8.97
			1249	700244	Check	1	1739		METROPOLITAN MECHANICAL CONT	Yes	No	No	USD	08/08/2022	5,032.76
			1250	700245	Check	1	1795		MOBYMAX	Yes	No	No	USD	08/08/2022	3,495.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	1251	700246	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	08/08/2022	2,067.45
			1278	700247	Check	1	2338		NATIONAL INVENTORS HALL OF FAM	Yes	No	No	USD	08/08/2022	4,725.00
			1252	700248	Check	1	1850		NERESON AUTOMOTIVE INC.	Yes	No	No	USD	08/08/2022	1,652.61
			1279	700249	Check	1	2339		NETWRIX CORPORATION	Yes	No	No	USD	08/08/2022	3,513.02
			1253	700250	Check	1	1866		NORSEMAN MOTORS, INC.	Yes	No	No	USD	08/08/2022	1,293.69
			1280	700251	Check	1	2340		OISTAD, MCKENZIE	Yes	No	No	USD	08/08/2022	134.79
			1254	700252	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/08/2022	137.80
			1255	700253	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	08/08/2022	1,511.13
			1256	700254	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	08/08/2022	44.74
			1257	700255	Check	1	1978		RAMSEY FLOORING, INC.	Yes	No	No	USD	08/08/2022	6,330.00
			1258	700256	Check	1	1983		RED RIVER GLAZING, INC	Yes	No	No	USD	08/08/2022	5,495.00
			1259	700257	Check	1	1987		REGENTS OF THE UNIV. OF MN	Yes	No	No	USD	08/08/2022	1,500.00
			1260	700258	Check	1	1994		RENAISSANCE	Yes	No	No	USD	08/08/2022	29,689.41
			1261	700259	Check	1	2002		RIEKES EQUIPMENT CO.	Yes	No	No	USD	08/08/2022	348.16
			1262	700260	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	08/08/2022	278.41
			1263	700261	Check	1	2073		SEESAW	Yes	No	No	USD	08/08/2022	3,600.00
			1264	700262	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	08/08/2022	2,500.00
			1265	700263	Check	1	2124		STEAMATIC	Yes	No	No	USD	08/08/2022	3,427.37
			1266	700264	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	08/08/2022	1,513.90
			1267	700265	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	08/08/2022	19.25
			1268	700266	Check	1	2149		SWANSON'S REPAIR	Yes	No	No	USD	08/08/2022	15.99
			1269	700267	Check	1	2168		TEAM LAB	Yes	No	No	USD	08/08/2022	150.00
			1281	700268	Check	1	2341		TENNIS EXPRESS	Yes	No	No	USD	08/08/2022	284.95
			1270	700269	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	08/08/2022	173.00
			1271	700270	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	08/08/2022	1,520.19
			1272	700271	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/08/2022	1,497.81
			1273	700272	Check	1	2239		VOLUMECASES	Yes	No	No	USD	08/08/2022	7,174.12
			1274	700273	Check	1	2262		WESTRUM, SANDRA	Yes	No	No	USD	08/08/2022	77.50
			1282	700274	Check	1	1039		AMAZON	Yes	No	No	USD	08/08/2022	5,632.86
			1283	700275	Check	1	1122		BLUE SKY, INC	Yes	No	No	USD	08/08/2022	2,793.75
			1284	700276	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	USD	08/08/2022	1,125.00
			1285	700277	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	08/08/2022	370.00
			1286	700278	Check	1	1416		GIVEN, RIKKI	Yes	No	No	USD	08/08/2022	21.84
			1287	700279	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	08/08/2022	2,326.08
			1288	700280	Check	1	1547		ISD #709	Yes	No	No	USD	08/08/2022	10,475.45
			1289	700281	Check	1	1641		LABINE, MICHAEL	Yes	No	No	USD	08/08/2022	72.07
			1290	700282	Check	1	1649		LAKES COUNTRY SERVICE CO-OP.	Yes	No	No	USD	08/08/2022	118.00
			1291	700283	Check	1	1710		MARTIN, DUSTIN	Yes	No	No	USD	08/08/2022	38.49
			1292	700284	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	08/08/2022	332.14
			1293	700285	Check	1	1801		MOMAR	Yes	No	No	USD	08/08/2022	158.57
			1294	700286	Check	1	2018		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	08/08/2022	306.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	1320	700304	Check	1	1087		BDT MECHANICAL, LLC	Yes	No	No	USD	08/22/2022	41,784.08
			1321	700305	Check	1	1406		GEHRTZ CONSTRUCTION SERVICES	Yes	No	No	USD	08/22/2022	11,565.58
			1322	700306	Check	1	1444		HAATAJA CONTRACTING INC.	Yes	No	No	USD	08/22/2022	103,653.43
			1323	700307	Check	1	1669		LEDGESTONE, INC.	Yes	No	No	USD	08/22/2022	12,357.88
			1324	700308	Check	1	1723		MCARTHUR TILE COMPANY	Yes	No	No	USD	08/22/2022	3,800.00
			1325	700309	Check	1	1738		MERIT PAINTING INC.	Yes	No	No	USD	08/22/2022	19,000.00
			1326	700310	Check	1	1752		MILLER & SONS DRYWALL, INC.	Yes	No	No	USD	08/22/2022	19,000.00
			1327	700311	Check	1	1983		RED RIVER GLAZING, INC	Yes	No	No	USD	08/22/2022	20,843.00
			1328	700312	Check	1	2282		ZERR BERG	Yes	No	No	USD	08/22/2022	7,292.00
			1342	700318	Check	1	2353		DEPARTMENT OF EMPLOYMENT & E	Yes	No	No	USD	08/22/2022	1,881.34
			1334	700319	Check	1	1485		HILDI INC.	Yes	No	No	USD	08/22/2022	4,200.00
			1343	700320	Check	1	2354		KOONS, BOBBI JO	Yes	No	No	USD	08/22/2022	70.74
			1335	700321	Check	1	1695		MACKIN EDUCATION RESOURCES	Yes	No	No	USD	08/22/2022	367.31
			1336	700322	Check	1	1734		MEEKER & WRIGHT SPECIAL ED. CC	Yes	No	No	USD	08/22/2022	8,622.60
			1337	700323	Check	1	1883		ODP BUSINESS SOLUTIONS	Yes	No	No	USD	08/22/2022	35.09
			1344	700324	Check	1	2355		ROBBINSDALE AREA SCHOOLS	Yes	No	No	USD	08/22/2022	248.60
			1338	700325	Check	1	2018		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	08/22/2022	459.00
			1339	700326	Check	1	2028		SANFORD HEALTH OCCUPATIONAL I	Yes	No	No	USD	08/22/2022	100.00
			1340	700327	Check	1	2042		SCHMITT DIRECTOR CENTERS	Yes	No	No	USD	08/22/2022	49.25
			1341	700328	Check	1	2232		VERIZON WIRELESS	Yes	No	No	USD	08/22/2022	997.32
			1370	700340	Check	1	1008		AASTUEN, BENJAMIN	Yes	No	No	USD	08/22/2022	88.87
			1371	700341	Check	1	1011		ACADEMIC PLANNERS PLUS	Yes	No	No	USD	08/22/2022	2,747.25
			1372	700342	Check	1	1039		AMAZON	Yes	No	No	USD	08/22/2022	109.89
			1373	700343	Check	1	1043	REMIT	AMPLIFIED IT	Yes	No	No	USD	08/22/2022	4,500.00
			1374	700344	Check	1	1049		ANDERSON COACH OF FRAZEE, INC	Yes	No	No	USD	08/22/2022	956.00
			1375	700345	Check	1	1065		ART & LEARN	Yes	No	No	USD	08/22/2022	150.00
			1376	700346	Check	1	1067		ARVIG	Yes	No	No	USD	08/22/2022	7,490.00
			1377	700347	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	08/22/2022	241.01
			1378	700348	Check	1	1111		BIGGAR, KATELYN	Yes	No	No	USD	08/22/2022	100.76
			1379	700349	Check	1	1114		BIX PRODUCE	Yes	No	No	USD	08/22/2022	1,109.80
			1380	700350	Check	1	1130		BOEKE, AMY	Yes	No	No	USD	08/22/2022	107.15
			1381	700351	Check	1	1141		BRAINPOP LLC	Yes	No	No	USD	08/22/2022	8,662.50
			1382	700352	Check	1	1168	REMIT	CAPITAL ONE TRADE CREDIT	Yes	No	No	USD	08/22/2022	49.70
			1383	700353	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	08/22/2022	257.44
			1384	700354	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	08/22/2022	250.00
			1385	700355	Check	1	1208		COLE PAPERS	Yes	No	No	USD	08/22/2022	1,487.00
			1445	700356	Check	1	2334		COUNCIL FOR EXCEPTIONAL CHILD	Yes	No	No	USD	08/22/2022	2,793.67
			1386	700357	Check	1	1233		CUMMINS SALE & SERVICE	Yes	No	No	USD	08/22/2022	1,761.13
			1387	700358	Check	1	1249		DALY, PAMELA	Yes	No	No	USD	08/22/2022	72.89
			1388	700359	Check	1	1250		DAN SCHLAUDERAFF SERVICES LLC	Yes	No	No	USD	08/22/2022	930.73
			1389	700360	Check	1	1270		DETROIT LAKES DISPOSAL	Yes	No	No	USD	08/22/2022	1,010.04

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Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	1390	700361	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	08/22/2022	412.49
			1444	700362	Check	1	2317		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	08/22/2022	364.56
			1391	700363	Check	1	1328		EMC INSURANCE COMPANIES	Yes	No	No	USD	08/22/2022	14,439.45
			1448	700364	Check	1	2351		EMS LINQ INC	Yes	No	No	USD	08/22/2022	2,485.00
			1393	700365	Check	1	1336		ESSENTIA HEALTH	Yes	No	No	USD	08/22/2022	795.00
			1392	700366	Check	1	1329		ESX TECHNOLOGY SOLUTIONS, LLC	Yes	No	No	USD	08/22/2022	588.00
			1394	700367	Check	1	1380		FODE, RHONDA	Yes	No	No	USD	08/22/2022	69.27
			1395	700368	Check	1	1386		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	08/22/2022	123.17
			1396	700369	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	08/22/2022	5,621.00
			1397	700370	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	08/22/2022	1,830.00
			1398	700371	Check	1	1477		HERMAN, NICOLE	Yes	No	No	USD	08/22/2022	45.00
			1399	700372	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	08/22/2022	11,271.33
			1400	700373	Check	1	1531		IDEAL SERVICES, INC.	Yes	No	No	USD	08/22/2022	1,807.50
			1401	700374	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD	08/22/2022	157.57
			1402	700375	Check	1	1624		KERZMAN, RENEE	Yes	No	No	USD	08/22/2022	69.17
			1403	700376	Check	1	1641		LABINE, MICHAEL	Yes	No	No	USD	08/22/2022	112.97
			1404	700377	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	08/22/2022	120.61
			1405	700378	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	08/22/2022	149.00
			1406	700379	Check	1	1706		MARIOTTI, TRISHA	Yes	No	No	USD	08/22/2022	65.64
			1407	700380	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	08/22/2022	1,549.84
			1408	700381	Check	1	1714		MASPA/STATE NEGOTIATORS	Yes	No	No	USD	08/22/2022	420.00
			1409	700382	Check	1	1715		MASSP	Yes	No	No	USD	08/22/2022	964.00
			1410	700383	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	08/22/2022	160.98
			1411	700384	Check	1	1745		MIDWEST BUS PARTS	Yes	No	No	USD	08/22/2022	110.80
			1412	700385	Check	1	1746		MIDWEST MACHINERY CO	Yes	No	No	USD	08/22/2022	196.54
			1413	700386	Check	1	1753		MILLER YARD CARE AND CONSTRU	Yes	No	No	USD	08/22/2022	872.00
			1414	700387	Check	1	1761		MINNESOTA SCHOOL BOARDS ASSC	Yes	No	No	USD	08/22/2022	11,743.00
			1415	700388	Check	1	1787		MN STATE COMMUNITY & TECHNICA	Yes	No	No	USD	08/22/2022	17,017.69
			1416	700389	Check	1	1831		NAPA CENTRAL	Yes	No	No	USD	08/22/2022	24.38
			1417	700390	Check	1	1833		NASCO INC.	Yes	No	No	USD	08/22/2022	103.38
			1446	700391	Check	1	2338		NATIONAL INVENTORS HALL OF FAM	Yes	No	No	USD	08/22/2022	3,500.00
			1418	700392	Check	1	1854		NEWMAN, GRAHAM	Yes	No	No	USD	08/22/2022	26.90
			1419	700393	Check	1	1885		OFFICE OF MN. IT SERVICES	Yes	No	No	USD	08/22/2022	476.77
			1447	700394	Check	1	2340		OISTAD, MCKENZIE	Yes	No	No	USD	08/22/2022	91.84
			1420	700395	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	08/22/2022	150.00
			1421	700396	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/22/2022	102.50
			1422	700397	Check	1	1915		PDQ.COM CORPORATION	Yes	No	No	USD	08/22/2022	2,100.00
			1423	700398	Check	1	1922		PERFORMANCE FOODSERVICE	Yes	No	No	USD	08/22/2022	2,403.09
			1449	700399	Check	1	2356		PRECISION CONCRETE CUTTING	Yes	No	No	USD	08/22/2022	6,173.00
			1424	700400	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	08/22/2022	52.99
			1425	700401	Check	1	1957		PRO MAINTENANCE INC.	Yes	No	No	USD	08/22/2022	11,445.60

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	1426	700402	Check	1	2001		RIDDELL / ALL AMERICAN SPORTS	Yes	No	No	USD	08/22/2022	3,953.67
			1427	700403	Check	1	2004		RIVERSIDE INSIGHTS	Yes	No	No	USD	08/22/2022	1,602.30
			1450	700404	Check	1	2357		RYAN COMPANY INC	Yes	No	No	USD	08/22/2022	6,100.00
			1428	700405	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	08/22/2022	4,468.70
			1429	700406	Check	1	2045		SCHNATHORST, VERNON	Yes	No	No	USD	08/22/2022	55.37
			1451	700407	Check	1	2358		SCHOOL MANAGEMENT SERVICES	Yes	No	No	USD	08/22/2022	7,350.00
			1430	700408	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	08/22/2022	669.30
			1431	700409	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	08/22/2022	440.63
			1432	700410	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	08/22/2022	14,230.00
			1433	700411	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	08/22/2022	939.20
			1434	700412	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	08/22/2022	3,150.00
			1435	700413	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	08/22/2022	33.77
			1436	700414	Check	1	2131		STERNBERG, EMILY	Yes	No	No	USD	08/22/2022	62.29
			1437	700415	Check	1	2168		TEAM LAB	Yes	No	No	USD	08/22/2022	547.50
			1452	700416	Check	1	2359		TENNIS WAREHOUSE	Yes	No	No	USD	08/22/2022	227.70
			1438	700417	Check	1	2196		TRAINING ROOM, INC.	Yes	No	No	USD	08/22/2022	2,804.77
			1439	700418	Check	1	2215		UCP SEGUIN / INFINITEC	Yes	No	No	USD	08/22/2022	1,963.50
			1440	700419	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/22/2022	2,056.91
			1441	700420	Check	1	2232		VERIZON WIRELESS	Yes	No	No	USD	08/22/2022	405.75
			1442	700421	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	USD	08/22/2022	113.50
			1443	700422	Check	1	2265		WILSON, ANNA	Yes	No	No	USD	08/22/2022	30.00

Bank Total: MW

\$442,619.94

Report Total:

\$442,619.94

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
MW	1077	700076	Check	CASH-WA DISTRIBUTING CO.	7/12/2022	\$ 894.76
MW	1078	700077	Check	CONTINGENT FUND	7/12/2022	\$ 9,293.27
MW	1079	700078	Check	DISTRICT AUXILIARY ACCOUNT	7/12/2022	\$ 4,521.22
MW	1080	700079	Check	FIRST DAKOTA INDEMNITY COMPANY	7/12/2022	\$ 94,070.00
MW	1200		Wire	FURTHER	7/15/2022	\$ 2,930.00
MW	1201		Wire	INTERNAL REVENUE SERVICE	7/15/2022	\$ 53,825.19
MW	1202		Wire	MINNESOTA REVENUE	7/15/2022	\$ 8,556.63
MW	1203		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	7/15/2022	\$ 16,930.15
MW	1204		Wire	MN TEACHERS RETIREMENT ASSOC.	7/15/2022	\$ 20,197.43
MW	1205		Wire	MINNESOTA STATE RETIREMENT SYS	7/15/2022	\$ 14,120.00
MW	1206		Wire	AVIBEN	7/15/2022	\$ 10,254.76
MW	1194	700191	Check	AFSCME COUNCIL 65	7/15/2022	\$ 340.47
MW	1192	700192	Check	AMERICAN FAMILY LIFE ASSURANCE CO	7/15/2022	\$ 243.18
MW	1196	700193	Check	D. L. ATHLETIC FOUNDATION	7/15/2022	\$ 40.00
MW	1197	700194	Check	D.L. PUBLIC EDUC FOUNDATION	7/15/2022	\$ 5.00
MW	1198	700195	Check	IND. SCHOOL DISTRICT #22 - Flex Acct	7/15/2022	\$ 634.24
MW	1193	700196	Check	MINNESOTA CHILD SUPPORT	7/15/2022	\$ 228.00
MW	1199	700197	Check	SUPPORT PAYMENT CLEARINGHOUSE	7/15/2022	\$ 671.82
MW	1195	700198	Check	UNITED WAY OF BECKER COUNTY	7/15/2022	\$ 128.00
MW	1081	700080	Check	AMERICAN TIME & SIGNAL CO.	7/19/2022	\$ 24.28
MW	1082	700081	Check	ARVIG COMMUNICATION SYSTEMS	7/19/2022	\$ 2,083.71
MW	1083	700082	Check	CASH-WA DISTRIBUTING CO.	7/19/2022	\$ 974.14
MW	1084	700083	Check	CITY OF DETROIT LAKES	7/19/2022	\$ 28,360.82
MW	1085	700084	Check	MINNESOTA ENERGY RESOURCES	7/19/2022	\$ 8,020.60
MW	1043	700048	Check	NARDINI FIRE EQUIPMENT CO.	7/26/2022	\$ (80.50)
MW	1207	700199	Check	CITY OF DETROIT LAKES	7/27/2022	\$ 1,007.16
MW	1208	700200	Check	MN PEIP	7/27/2022	\$ 332,751.32
MW	1305		Wire	FURTHER	7/29/2022	\$ 1,754.33
MW	1306		Wire	INTERNAL REVENUE SERVICE	7/29/2022	\$ 52,193.59
MW	1307		Wire	MINNESOTA REVENUE	7/29/2022	\$ 8,627.80

Bank	Pmt No	Check No	Pay Type	Vendor	Date	Amount
MW	1308		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	7/29/2022	\$ 16,714.61
MW	1309		Wire	MN TEACHERS RETIREMENT ASSOC.	7/29/2022	\$ 18,391.30
MW	1310		Wire	MINNESOTA STATE RETIREMENT SYS	7/29/2022	\$ 14,196.25
MW	1311		Wire	AVIBEN	7/29/2022	\$ 10,254.76
MW	1300	700289	Check	AFSCME COUNCIL 65	7/29/2022	\$ 376.45
MW	1298	700290	Check	AMERICAN FAMILY LIFE ASSURANCE CO	7/29/2022	\$ 243.18
MW	1302	700291	Check	D. L. ATHLETIC FOUNDATION	7/29/2022	\$ 40.00
MW	1303	700292	Check	D.L. PUBLIC EDUC FOUNDATION	7/29/2022	\$ 5.00
MW	1304	700293	Check	IND. SCHOOL DISTRICT #22 - Flex Acct	7/29/2022	\$ 634.24
MW	1299	700294	Check	MINNESOTA CHILD SUPPORT	7/29/2022	\$ 654.50
MW	1301	700295	Check	UNITED WAY OF BECKER COUNTY	7/29/2022	\$ 108.00
MW	1297		Wire	CORPORATE PAYMENT SYSTEMS	7/31/2022	\$ 26,187.89

BANK RECONCILIATION

7/31/22

BREMER BANK STATEMENT BALANCE	242,627.19
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(4,151.24)
BANK ENDING STATEMENT BALANCE	<u>238,475.95</u>
BOOK BALANCE - PRIOR MONTH ENDING	222,906.84
ADD: RECEIPTS (FROM RECEIPTS REPORT)	15,569.11
LESS: PAYMENTS (CHECKS REPORT)	0.00
MISC FEES: Acct Analysis Fee	0.00
BOOK ENDING BALANCE	<u>238,475.95</u>
DIFFERENCE	

July Reconciliation

98-99
8/9/2022

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Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			242,493.39
Checks and Payments	10	Items	-15,435.31
Deposits and Other Credits	20	Items	15,569.11
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			242,627.19

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			242,627.19
Checks and Payments	31	Items	-4,151.24
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2022:			238,475.95
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			238,475.95

July Reconciliation

98-99
8/9/2022

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Uncleared Transaction Detail up to 7/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
1/17/2018	26697	Make A Wish Foundation	Freshman Donation	141I-Link Crew		-125.00
1/17/2018	26698	AMERICAN CANCER SO...	Freshman Donation	141I-Link Crew		-125.00
1/23/2018	26708	Mary's Place	Stuff A Stocking Donation	105 I-NHS		-300.00
2/26/2018	26783	Cherish Johnson	reimburse for hotel room	060 I-DANCE		-20.00
2/26/2018	26786	Elle Seaberg	reimburse for hotel room	060 I-DANCE		-20.00
3/7/2018	26803	MN FFA	4 students APEX confer...	070 I-FFA		-380.00
3/15/2018	26810	MN FFA	H2O Conference	070 I-FFA		-175.00
11/8/2018	27161	Cole Bryant	reimburse for red ribbon ...	147 I-TARGET		-11.90
2/11/2019	27297	Nate Ochsner	reimburse for donute for ...	007 INTERACT		-27.45
3/6/2019	27341	Todd Dwyer	reimburse for team meal	095 I-BHOC		-197.72
3/19/2019	27362	Nathan Ochsner	interact snacks	007 INTERACT		-32.00
5/21/2019	27514	Humane Society Of The L...	NHS Donation	105 I-NHS		-264.00
6/27/2019	27550	TROPHY HOUSE	invoice 253073 FFA Awa...	070 I-FFA		-42.00
10/1/2019	400044	JEM Kensinger Inc./ Dairy ...	cc dilly bars	053 I-CC		-57.60
10/1/2019	400050	Region 1 FFA	rlc 1	070 I-FFA		-35.00
11/14/2019	400080	Cole Bryant	reimb for lunch	147 I-TARGET		-25.01
11/25/2019	400103	Ronnie Hutchinson	reimb for wheels	050 I-CHOIR		-9.68
1/24/2020	400181	Region 1 FFA	wrlc & rally	070 I-FFA		-75.00
1/30/2020	400188	ELSMORE AQUATIC	swim caps	145 I-GSWIM		-132.75
3/25/2020	400253	HARRIS MARKETING	IM Dodgeball shirts invoi...	147 I-TARGET		-72.00
1/21/2021	400444	MN BPA	masks	010 I-BPA		-22.50
3/24/2021	400487	Saf Enterprises, LLC	sr gifts	030 I-BBB		-214.68
4/15/2021	400499	Zachiea Properties	wres catering	165 I-WREST		-93.57
2/1/2022	400716	Jimmy John's	team meal	030 I-BBB		-298.10
2/8/2022	400731	LAKER LOCKER	shirts	060 I-DANCE		-425.00
2/17/2022	400743	Jimmy John's	team meal	030 I-BBB		-325.70
3/4/2022	400764	LEN BUSCH ROSES	poinsettia fundraiser	050 I-CHOIR		-146.15
4/4/2022	400798	ROB ULLYOTT	sect dues	165 I-WREST		-100.00
4/5/2022	400810	ROB ULLYOTT	sect dues	165 I-WREST		-100.00
5/26/2022	400891	Sam Link	reimb for prom decoratio...	120 I-PROM		-186.43
5/26/2022	400896	The Ice Cream Truck	ALC ice cream for grads	149I-ALC		-112.00
Total Uncleared Checks and Payments				31 Items		-4,151.24
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions				31 Items		-4,151.24

Cash Flow

7/1/1998 through 7/31/2022

Category	7/1/1998- 7/31/2022
INFLOWS	
Uncategorized	0.00
005 I-ATH	323.99
006-JSA-SGA	0.00
007 INTERACT	2,535.05
010 I-BPA	1,254.01
015 I-BAND	3,875.84
016 I	0.00
016-HOSA	0.00
020 I-BANDCHOIR	0.00
025 I-BSB	411.92
030 I-BBB	8,648.88
040 I-GBB	12,208.92
045 I-Cheer	239.66
050 I-CHOIR	12,337.48
051I All City Choir	0.00
053 I-CC	5,700.20
055 I-SKI	1,920.59
060 I-DANCE	8,650.37
065 I	0.00
070 I-FFA	19,228.43
075 I	0.00
080 I-FB	16,975.84
082 I-BGOLF	10,214.57
083 I-GGOLF	8,132.44
085 I-GYM	1,860.67
090 I	0.00
095 I-BHOC	10,526.55
096I-GHOC	4,902.34
097 I	0.00
100 I	0.00
102 I	0.00
103 I	0.00
105 I-NHS	1,091.07
110 I	0.00
115 I-NACLUB	5,948.06
116 I	0.00
117 I-Robotics	5,166.31
118 I	0.00
119	0.00
120 I-PROM	26,360.63
125- Trap	0.00
126 I-Trap Shooting	135.87
128 I-BSOC	159.40
129 I-GSOC	5,441.33
130 I	0.00
132 I-SB	14,719.63
133 I-SPAN	157.21
134 I	0.00
135 I-SPEECH	3,556.43

8/9/2022

Cash Flow
7/1/1998 through 7/31/2022

Page 2

Category	7/1/1998- 7/31/2022
140 I-STUD. CO.	9,078.60
141I-Link Crew	404.40
142 I-WEBCAST	0.00
142- SPEEDSTRENGTH	9,248.08
143 Sidekicks	15.00
144 I-BSWIM	1,502.47
145 I-GSWIM	3,072.64
147 I-TARGET	629.32
149I-ALC	6,289.17
150 I-GTEN	499.40
151 I-BTEN	167.75
155 I-TRACK	7,811.56
157 I	0.00
160 I-VB	7,070.73
163 I	0.00
165 I-WREST	100.88
170 I-INT.	0.00
171I-Service Fee's	-97.74
180 I	0.00
TOTAL INFLOWS	238,475.95
OUTFLOWS	
175 I	0.00
TOTAL OUTFLOWS	0.00
OVERALL TOTAL	238,475.95

BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

Last statement: June 30, 2022
This statement: July 31, 2022
Total days in statement period: 31

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XXXXXX5879
(27)

INDEPENDENT SCHOOL DISTRICT 22
SCHOOL ORGANIZATIONS
DETROIT LAKES ACTIVITY FUND
1301 ROOSEVELT AVE
DETROIT LAKES MN 56501

Direct inquiries to:
Your Local Branch or, 800-908-Bank
(2265)

Bremer Bank National Association
372 St Peter St
St Paul MN 55102

Commercial Business Banking

Account number	XXXXXX5879	Beginning balance	\$242,493.39
Enclosures	27	Total additions	15,569.11
Low balance	\$233,057.67	Total subtractions	15,435.31
Average balance	\$237,980.49	Ending balance	\$242,627.19
Avg collected balance	\$236,659		

CHECKS

Number	Date	Amount	Number	Date	Amount
400684	07-12	116.00	400921	07-14	95.00
400848 *	07-28	2,860.90	400924 *	07-06	5,830.00
400908 *	07-01	1,600.44	400926 *	07-29	35.44
400910 *	07-15	135.00			
400920 *	07-01	4,762.53			

* Skip in check sequence

CREDITS

Date	Description	Additions
07-01	Deposit	50.00
07-01	Deposit	60.00
07-01	Deposit	60.00
07-01	Deposit	142.25
07-01	Deposit	300.00
07-01	Deposit	550.00
07-01	Deposit	1,794.00
07-13	ACH Deposit	12.00
	Stack Pay Transfer 220713	
	507143589	
07-15	Deposit	90.00
07-15	Deposit	250.00
07-15	Deposit	337.00
07-15	Deposit	580.49
07-15	Deposit	2,100.00
07-15	Deposit	3,578.00

<u>Date</u>	<u>Description</u>	<u>Additions</u>
07-26	ACH Deposit	12.00
	Stack Pay Transfer 220726	
	510833477	
07-29	Deposit	60.00
07-29	Deposit	390.00
07-29	Deposit	500.00
07-29	Deposit	1,433.24
07-29	Deposit	1,500.00
07-29	Deposit	1,770.13

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
06-30	242,493.39	07-13	233,152.67	07-28	237,009.26
07-01	239,086.67	07-14	233,057.67	07-29	242,627.19
07-06	233,256.67	07-15	239,858.16		
07-12	233,140.67	07-26	239,870.16		

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 50.00
TOTAL 50.00

07/05/2022 600 \$ 50.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 1794.00
TOTAL 1794.00

07/05/2022 600 \$ 1,794.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 60.00
TOTAL 60.00

07/05/2022 600 \$ 60.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 7-6-22
CURRENCY 90.00
TOTAL 90.00

07/15/2022 600 \$ 90.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 60.00
TOTAL 60.00

07/05/2022 600 \$ 60.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 7-6-22
CURRENCY 250.00
TOTAL 250.00

07/15/2022 600 \$ 250.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 142.25
TOTAL 142.25

07/05/2022 600 \$ 142.25

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 7-6-22
CURRENCY 337.00
TOTAL 337.00

07/15/2022 600 \$ 337.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 300.00
TOTAL 300.00

07/05/2022 600 \$ 300.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 7-6-22
CURRENCY 580.49
TOTAL 580.49

07/15/2022 600 \$ 580.49

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 6-24-22
CURRENCY 550.00
TOTAL 550.00

07/05/2022 600 \$ 550.00

DEPOSIT TICKET 75-1041690
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
DETROIT LAKES, MI, 48021
BREMER BANK

DATE 7-6-22
CURRENCY 2100.00
TOTAL 2100.00

07/15/2022 600 \$ 2,100.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-10-22

CHECK NO. 1001
AMOUNT \$ 3578.00

07/15/2022 600 \$3,578.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-20-22

CHECK NO. 1002
AMOUNT \$ 1770.13

07/29/2022 600 \$1,770.13

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-20-22

CHECK NO. 1003
AMOUNT \$ 60.00

07/29/2022 600 \$60.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK, NA
DATE 12/29/2021

CHECK NO. 400684
AMOUNT \$ 116.00

07/12/2022 400684 \$116.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-20-22

CHECK NO. 1004
AMOUNT \$ 390.00

07/29/2022 600 \$390.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK, NA
DATE 05/03/2022

CHECK NO. 400848
AMOUNT \$ 2,860.90

07/28/2022 400848 \$2,860.90

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-20-22

CHECK NO. 1005
AMOUNT \$ 500.00

07/29/2022 600 \$500.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK, NA
DATE 06/08/2022

CHECK NO. 400908
AMOUNT \$ 1,600.44

07/05/2022 400908 \$1,600.44

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-20-22

CHECK NO. 1006
AMOUNT \$ 1433.24

07/29/2022 600 \$1,433.24

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK, NA
DATE 06/08/2022

CHECK NO. 400910
AMOUNT \$ 135.00

07/15/2022 400910 \$135.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK
DATE 7-20-22

CHECK NO. 1007
AMOUNT \$ 1500.00

07/29/2022 600 \$1,500.00

DEPOSIT TICKET
INDEPENDENT SCHOOL DISTRICT #22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE.
DETROIT LAKES, MN 56501

BREMER BANK, NA
DATE 06/24/2022

CHECK NO. 400920
AMOUNT \$ 4,762.53

07/05/2022 400920 \$4,762.53

THIS CHECK MUST BE DEPOSITED BY THE SCHOOL TREASURER
AT THE SCHOOL'S OFFICE OR DEPOSITED TO THE ORDER OF THE FILE
NUMBER FOR THE ACCOUNT NUMBER

BREMER BANK, N.A.
79-1041000

400921
CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4431

*** Ninety-Five Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 06/24/2022 \$95.00

JR'S CUSTOM APPAREL
620 MAIN ST W
DETROIT LAKES, MN 56501

J. Nelson
John Stettin
Apd. L...

⑆400921⑆ ⑆096010415⑆ 00705879⑆

07/14/2022 400921 \$95.00

THIS CHECK MUST BE DEPOSITED BY THE SCHOOL TREASURER
AT THE SCHOOL'S OFFICE OR DEPOSITED TO THE ORDER OF THE FILE
NUMBER FOR THE ACCOUNT NUMBER

BREMER BANK, N.A.
79-1041000

400924
CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4431

*** Five Thousand Eight Hundred Thirty Dollar(s) & No Cents ***

PAY TO THE ORDER OF: 06/24/2022 \$5,830.00

VOLLEYBALL101.COM
13428 MAXELLA AVENUE #302
MARINA DEL REY, CA 90292

J. Nelson
John Stettin
Apd. L...

⑆400924⑆ ⑆096010415⑆ 00705879⑆

07/06/2022 400924 \$5,830.00

THIS CHECK MUST BE DEPOSITED BY THE SCHOOL TREASURER
AT THE SCHOOL'S OFFICE OR DEPOSITED TO THE ORDER OF THE FILE
NUMBER FOR THE ACCOUNT NUMBER

BREMER BANK, N.A.
79-1041000

400926
CHECK NO.

INDEPENDENT SCHOOL DISTRICT NO. 22
DETROIT LAKES HIGH SCHOOL - ACTIVITY FUND
1301 ROOSEVELT AVE. DETROIT LAKES, MN 56501
(218) 847-4431

*** Thirty-Five Dollar(s) & 44 Cents ***

PAY TO THE ORDER OF: 06/27/2022 \$35.44

PENTON, GARRETT
1144 SUMMIT AVE
DETROIT LAKES, MN 56501

J. Nelson
John Stettin
Apd. L...

⑆400926⑆ ⑆096010415⑆ 00705879⑆

07/29/2022 400926 \$35.44

BANK RECONCILIATION

7/31/22

BREMER BANK STATEMENT BALANCE	8,645.90
ADD: RECEIPTS DEPOSITED BUT NOT ON BANK STATEMENT	0.00
LESS: OPEN CHECKS NOT CLEARED	(217.69)
BANK ENDING STATEMENT BALANCE	<u>8,428.21</u>
BOOK BALANCE - PRIOR MONTH ENDING	8,428.14
ADD: RECEIPTS (FROM RECEIPTS REPORT)	0.07
LESS: PAYMENTS (CHECKS REPORT)	0.00
NSF CHECKS:	0.00
BOOK ENDING BALANCE	<u>8,428.21</u>
DIFFERENCE	0.00

STATEMENT OF RECEIPTS AND DISBURSEMENTS
MIDDLE SCHOOL STUDENT ACTIVITY ACCOUNTS
July 1-31, 2022

[illegible]

BREMER

PO Box 1000
Lake Elmo, MN 55042-1000

Last statement: June 30, 2022
This statement: July 31, 2022
Total days in statement period: 31

Page 1 of 1
XXXXXX2547
(0)

INDEPENDENT SCHOOL DISTRICT 22
MIDDLE SCHOOL ACTIVITY FUND
500 11TH AVE
DETROIT LAKES MN 56501

Direct inquiries to:
Your Local Branch or, 800-908-Bank
(2265)

Bremer Bank National Association
372 St Peter St
St Paul MN 55102

Community Business W/Interest

Account number	XXXXXX2547	Beginning balance	\$8,645.83
Low balance	\$8,645.83	Total additions	.07
Average balance	\$8,645.83	Total subtractions	0.00
Avg collected balance	\$8,645	Ending balance	\$8,645.90
Interest paid year to date	\$0.56		

CREDITS

Date	Description	Additions
07-31	Interest Credit	0.07

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
06-30	8,645.83	07-31	8,645.90		

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Thank you for banking with Bremer Bank National Association

PERSONNEL AGENDA

August 22, 2022

1) **Resignations:**

Dona Rosell– Roosevelt Media Center Specialist, effective July 28, 2022.
Matt Huberty– Middle School Boys Soccer, effective July 25, 2022.
Zach Biggar– Assistant Girls Tennis Coach, effective July 25, 2022.
Sandra Hedstrom– High School Paraprofessional, effective July 26, 2022.
Marcia Singh– ECFE Assistant, effective September 1, 2022.
Holly Moes– Middle School Food Service Server, effective July 22, 2022.
Angel Weidenbach– Full Time ECFE Para Lincoln, effective July 26, 2022.
Tara Amundson– Rossman part-time Special Ed Para, effective July 25, 2022.
Brigitte Kellenberger– Roosevelt Special Education Teacher, effective July 27, 2022.
Gena Johnson– Full Time Special Education Paraprofessional, effective July, 29, 2022.
Jennifer Mitchell– Lincoln ECFE Assistant, effective July 27, 2022.
Sauna Moran– Roosevelt Special Education Paraprofessional, effective August 3, 2022.
Sam Bergren– Middle School Soccer Coach, effective August 15, 2021.
Shea Maisonneuve– Middle School 6th Grade, effective August 12, 2022.
Kimberly Kiono– Middle School Food Service Worker, effective August 15, 2022.
Chris Hohnadel– Middle School Custodian, effective August 17, 2022.
Courtney Skarie– Middle School Swim Coach, effective August 18, 2022.

2) **Retirements:**

Burl Buhr– Driver Education, effective August, 31, 2022.

3) **Appointments:**

Ashley Baker– Rossman Full-time Special Education Paraprofessional, at the rate of \$16.30 per hour, effective August 29, 2022.
Mitchell Benson– 9th Grade Football Coach, at the rate of 7% of step 2, or a contract amount of \$2,965.90, effective August 15, 2022.
Jessica Blasczyk– 9th grade Science Teacher (.8), at the rate of BA Step 5, or a contract amount of \$35,944.40, effective August 24, 2022.
Joseph E. Bower– Ojibwe/Native Studies Teacher, at the rate of BA +10 Step 2, or a contract amount of \$44,258 per year, effective August 24, 2022.
Jennifer Burnside– Knowledge Bowl Coach, at the rate of 5% of step 1, or a contract amount of \$2,081.5 per season, effective October 24, 2022.
Courtney Chezick– Full-time Special Education Paraprofessional, at the rate of \$15.60 per hour, effective August 29, 2022.
Krystie Crawford– Lincoln Special Ed Para, at the rate of \$15.95 per hour, working up to 37.5 hours per week, effective August, 23, 2022.
Chelsea Christianson– Rossman ADSIS/Noon Duty, at the rate of \$15.25 per hour, effective August 29, 2022.

Brandi Davidson– Roosevelt Title 1 Assistant/Noon Duty Supervisor, at the rate of \$15.25 per hour, working up to 5 hours per day, effective August 29, 2022.

Carissa A. Dahlen– Rossman ADSIS Para and Noon Duty, at the rate of \$15.25 per hour working 21.25 hours per week, effective August 29, 2022.

Stacie Fulmer– Full Time Special Education Paraprofessional Roosevelt, at the rate of \$16.80 per hour, working up to 37.5 hours per week, effective August 29, 2022.

Jessica Gibson– Lincoln ECFE Para, at the rate of \$15.60 per hour, working up to 37.5 hours per week, effective August 24, 2022.

Samanth Goodwin– Middle School Administrative Assistant, at the rate of \$17.26 per hour, working up to 1560 hours per year, effective August 5, 2022.

Shaylee Hanson–Rossman Special Education Paraprofessional, at the rate of \$15.25 per hour, working up to 29.75 hours per week, effective August 17, 2022.

Megan Hovinen– Assistant Director: Musical, at the rate of 9% of step 1, or a contract amount of \$3,746.70, effective September 12, 2022.

Ashley Hoehne–Assistant High School Girls Tennis Coach, at the rate of 7% of Step 3, or a contract amount of \$3,027.43, effective August 15, 2022.

Garrett Jensen– 6th Grade Science/Social Teacher, at the rate of MA Step 9, or a contract amount of \$58,819 per year, effective August 24, 2022.

Christine Karlgaard–Middle School Girls Swim Coach, at the rate of \$2,914.10 per season, effective August 18, 2022.

Jon Klapotz–Laker Transitions Type III Driver, at the rate of \$18.33 per hour, working 37.5 hours per week, effective August 30, 2022.

Cassie W. Kippen–Rossman ADSIS Ed Assistant/ Noon Duty, at the rate of \$15.25 per hour, effective August 29, 2022.

Taelor Kuhn– Rossman Latchkey Aide, at the rate of \$15.00 per hour, working up to 12 hours per week, effective August 29, 2022.

Dennis P. Lachowitzer–Food Service Courier, at the rate of \$18.33 per hour, working up to 17.5 hours per week, effective August 29, 2022.

Diane Lanoue–Roosevelt Title 1 Assistant/Noon Duty Supervisor, at the rate of \$15.25, working up to 5 hours per day, effective August 29, 2022.

Michael Larson– Assistant High School Varsity Boys Soccer Coach, at the rate of 7% of step 3, or a contract amount of \$3,027.43, effective August 15, 2022.

Mary Lee–Food Service Worker, at the rate of \$16.40 per hour, working up to 20 hours per week, effective September 1, 2022.

Andrew Lesch– Community Education Director, at the rate of \$75,000 per year, effective August 29, 2022.

Kelly Malstrom– Roosevelt Title 1 Assistant/noon duty, Latchkey Assistant, at the rate of \$16.30 per hour, working up to 37.5 per week, effective August 29, 2022.

Ashley Moe– Roosevelt Special Education Para, at the rate of \$15.60 per hour, working up to 29.75 hours per week, effective August 29, 2022.

Nicole Nelson– Roosevelt Special Education Teacher, at the rate of MA +20 Step 10, or a contract amount of \$64,003 per year, effective August 29, 2022.

Courtney Skarie– Middle School Swim and Dive Coach, at the rate of 7% of Step 3, or a contract amount of \$3,027.43 per season, effective August 15, 2022.

Connor Yamane–Middle School Boys assistant Soccer Coach, at the rate of 7% of step 2, or a contract amount of \$2,965.90, effective August 15, 2022.

Mark Quamme– High School Musical Choreographer, at the rate of \$800, effective September 1, 2022.

Mark Quamme– Assistant Music Director: Musical, at the rate of 4.5% of step 1, or a contract amount of \$1,873.35, effective September 1, 2022.

Macaylee Qual– Middle School Special Education Para, at the rate of \$16.30 per hour, working up to 37.5 hours per week, effective August 28, 2022.

Mason Sampson– Roosevelt Latchkey Supervisor, at the rate of \$21.00 per hour, working up to 12.5 hours per week, effective August 11, 2022.

Sandra Westrum–Food Service Worker, at the rate of \$17.09 per hour, working up to 17.5 hours per week, effective September, 1, 2022.

Mark Whiting– 9th Grade Football Coach, at the rate of 7% of Step 7, or a contract amount of \$3,343.55, effective August 15, 2022.

3) **Amended Assignment:**

Briana Bahr– Rossman 4th Grade Teacher amending her assignment from 4th Grade Teacher to STEAM teacher, effective August 29, 2022.

Kristi Downey– Rossman 1st grade teacher amending her assignment from 1st grade to 2nd grade teacher.

Tracy Gunderson– Middle School Paraprofessional amending her assignment from 29.75 hours to 37.5 hours.

Christi Lokken– Middle School DCD amending her assignment to 100% EBD.

Fletcher Nelson– Rossman 3rd grade teacher amending his assignment from 3rd grade teacher to 4th grade teacher.

Kristi Paulson– Rossman 1st grade teacher amending her assignment from 1st grade teacher to Kindergarten teacher.

Benjamin Pedersen– Rossman STEAM teacher amending his assignment from STEAM to 4th Grade teacher, effective August 29, 2022.

Jenna Pipek– Middle School 6th grade Science/Social amending her assignment to 6th grade Language Arts.

Kacey Wood– Rossman 4th grade teacher amending her assignment from 4th grade teacher to 3rd grade teacher.

Tiffany Stevens– Middle School Para amending her assignment from middle school to Lincoln Education Center, effective beginning of 22-23 school year.

4) **Leave of Absence:**

Sueann Lee–Part time Custodian, Requests leave of Absence beginning July 19, 2022 and ending August 30, 2022.

5) **Terminations:**

6) **Sixth Period Pay:**

Claire Danner– High School Art Teacher, assigned a sixth class for the fall 2022 semester.

Lisa Ito– High School Science teacher, assigned a sixth class for the fall 2022 semester.

Dan Jorgenson– High School Industrial Tech Teacher, assigned a sixth class for the fall 2022 semester.

Gene Snetsinger– High School Industrial Tech Teacher, assigned a sixth class for the fall 2022 semester.

Karen Trout– High School Math Teacher, assigned a sixth class for the fall 2022 semester.

Sara Williams– High School FACS, assigned a sixth class for the fall 2022 semester.

DATE: August 15, 2022
TO: Mark Jensen, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance and Operations
SUBJECT: **Construction Change Orders – High School**

Attached and summarized below are the Change Orders for the August 22, 2022 School Board meeting, listed by project location and by contractor.

High School:

Change Order #026 - CE #118: Added Electrical Components Contractor: Bergstrom Electric, Inc. Gym Area - Added Electrical	\$20,969.00
Change Order #027 - CE #120: Area G Electrical Fire Wall Contractor: Bergstrom Electric, Inc. Area G- Added Electrical	\$1,380.00
Change Order #010 - CE #117: Area B & C Deductions Contractor: DOW Acoustics Area B & C Grid and Sound Panel Deductions	(\$35,978.00)
Change Order #013 - CE #121: Added Downspout Contractor: Haataja Contracting Added Downspout near Door E11	\$384.49
Change Order #004 - CE #119: Area C Science Room Epoxy Increase Contractor: Innovative Lab Systems Area C Science Rooms - Added Epoxy Countertops	\$8,480.00
Change Order #034 - CE #123: Science Room Demo (LTFM) Contractor: Ledgestone Additional Demo - Science Rooms	\$3,016.00
Change Order #005 - CE #91: Contract Deduction Contractor: McArthur Tile Co. Area A & B - Painting Deduction	(\$5,223.96)
Change Order #010 - CE #122: Additional Window Frame Contractor: Red River Glazing Area C - Added Window	\$2,090.00

TOTAL CHANGE ORDERS **(\$4,882.47)**

Recommend approval of the above listed Change Orders.

**CCO #026**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #026: CE #118 - Added electrical components for owner equipment throughout area A

CONTRACT COMPANY:	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	CONTRACT FOR:	SC-18-065-034:26 Electrical
DATE CREATED:	6/13/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$20,969.00

DESCRIPTION:

CE #118 - Added electrical components for owner equipment throughout area A
 Bergstrom added additional

- circuits for the centerhung scoreboard
- Added game clocks, shot clocks and scoreboards
- Power to the video board
- Golf simulator power
- Audio connection to the video board
- Additional circuits for the basketball hoops

ATTACHMENTS:

BEI CO#135-148 - Additional Gym Electrical.pdf

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 323,483.00
The contract sum prior to this Change Order was	\$ 3,850,608.00
The contract sum will be increased by this Change Order in the amount of	\$ 20,969.00
The new contract sum including this Change Order will be	\$ 3,871,577.00
The contract time will not be changed by this Change Order by	

Bergstrom Electric, Inc.
 Fargo, North Dakota

DocuSigned by:

298A3C9C2D4F4B4

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

8E9E8070A5C74CC

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

32113E3583E3494...



Fargo
4120 14th Ave. No.
Fargo, ND 58102
Ph 701.281.8992 Fx 701.281.8993
Email jsundeen@bergstromelectric.com

CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: Gehrtz Construction Services			PHONE: 701-297-0704	DATE: 06/10/22
STREET: 510 4th Avenue N			FAX:	
CITY: Fargo			JOB NAME: DL High School	BEI PROJECT #: 4449
STATE: ND	ZIP: 58102	JOB LOCATION: Detroit Lakes, MN		
Engineer ONE	BEI CO#: 135-148	PR#:	ATTN: James Lansing	PHONE #: 701-212-0814

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

Additional electrical requirements for gym:

BEI CO#135 - Additional circuits for center hung scoreboard:	\$7,183.00
BEI CO#136 - Added game clocks, shot clocks, and scoreboards:	\$5,145.00
BEI CO#137 - Power to video board:	\$7,229.00
BEI CO#144 - Golf simulator:	\$593.00
BEI CO#145 - Video board audio connection:	\$466.00
BEI CO#148 - Addition circuits for gym hoops:	\$353.00

All Work Performed In Accordance With Local, State and National Electrical Codes

We Propose - HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
Twenty Thousand Nine Hundred Sixty Nine Dollars (\$20,969.00)

PAYMENT TO BE MADE AS FOLLOWS:

AS WORK PROGRESSES

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IS A WORK-MAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUT WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.


Josh Sundeen

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN >>>>>

15 DAYS.

Acceptance of Proposal

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: _____

DATE: _____

Grand Forks
3100 North Washington St.
Grand Forks, ND 58203
Ph 701.775.8897
Fx 701.772.4951

Bismarck
3554 East Divide Ave.
Bismarck, ND 58501
Ph 701.221.0783
Fx 701.221.0784

Devils Lake
1100 2nd Ave NE
Devils Lake, ND 58301
Ph 701.662.5823
Fx 701.662.8996

Crookston
302 North Main
Crookston, MN 56716
Ph 218.281.7571
Fx 218.281.1911

Thief River Falls
1402 3rd Street West
Thief River Falls, MN 56701
Ph 218.681.7422
Fx 218.681.6288

Visit us on our website at www.bergstromelectric.com

Our Reputation is Complete

6/9/2022 10:48AM

Detroit Lakes Public Schools
 Detroit Lakes High School
 Project # 4449

BEI CO#135 - Additional Requirements - Center Scoreboard

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	 Added Circuits for Center Scoreboard				75.00					
	 Quotes				75.00					
	(Unassigned) Total									
100	Rough - In									
101	EMT Conduit 3/4"	320.00	Inf	19.200	75.00	1,440.00	432.22			1,872.22
101	EMT Steel Set Screw Coupling 3/4" STC TK122	32.00	each	1.600	75.00	120.00	9.24			129.24
101	EMT Steel Insulated Throat Box Connector 3/4" STC TC712	16.00	each	2.240	75.00	168.00	12.04			180.04
111	4-11/16" Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 72171-1/2&3/4	4.00	each	1.000	75.00	75.00	10.66			85.66
111	4-11/16" Blank Covers 72C1	4.00	each	0.200	75.00	15.00	2.59			17.59
121	Unistrut Strap 3/4" B2009-3/4	35.00	each	0.875	75.00	65.63	38.84			104.46
	Rough - In Total			25.115	75.00	1,883.63	505.59			2,389.21
150	Wire Pulling									
151	1/C Copper THHN #12 Solid	5,500.00	Inf	39.600	75.00	2,970.00	1,265.78			4,235.78
	Wire Pulling Total			39.600	75.00	2,970.00	1,265.78			
200	Switchgear / Buss duct									
203	Terminations to Spare Circuit Breakers	1.00	each	1.000	75.00	75.00				75.00
	Switchgear / Buss duct Total			1.000	75.00	75.00				75.00
250	Trimout									
271	Terminations at Scoreboard	1.00	each	2.000	75.00	150.00	10.00			160.00
	Trimout Total			2.000	75.00	150.00	10.00			160.00
	Grand Total			67.715		5,078.63	1,781.37			6,859.99

BEI CO#135 - Additional Requirements - Center Scoreboard

Percent		Amount		Category	Hours
74.03 %		5,078.63	Labor		67.7
25.97 %		1,781.37	Material		
			Subcontractor		
			Equipment		
			Other		
			User		
		6,859.99	Net Costs		
6.88 %		122.47	State Sales Tax (verify amount)		
1.00 %		17.81	Local Sales Tax (verify amount)		
		7,000.27	Subtotal		
5.00 %		96.08	Overhead (Materials)		
4.50 %		86.47	Profit (Materials)		
0.00 %		0.17	misc		
		7,183.00	Subtotal		
		7,183.00	Total Estimate		

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	Added Scoreboards, Game Clocks, & Shot Clocks.....				75.00					
	(Unassigned) Total									
100	Rough - in	250.00	lnft	15.000	75.00	1,125.00	338.27			1,463.28
101	EMT Conduit 3/4"	25.00	each	1.250	75.00	93.75	7.08			100.83
101	EMT Steel Set Screw Coupling 3/4" STC TK122	22.00	each	3.080	75.00	231.00	16.42			247.42
101	EMT Steel Insulated Throat Box Connector 3/4" STC TC712	110.00	lnft	4.400	75.00	330.00	83.30			413.30
104	Flexible Steel Connector 1/2"	22.00	each	2.640	75.00	198.00	37.30			235.30
104	FSC Box Connector 1/2"	11.00	each	2.750	75.00	206.25	15.06			221.31
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1283/4	11.00	each	0.550	75.00	41.25	4.75			46.00
111	4" Square Blank Covers 52C1	11.00	each	8.250	75.00	618.75	43.94			662.69
112	Masonry Box 1 Gang 3 1/2" Deep GW135G	35.00	each	1.080	75.00	81.00	5.58			86.58
121	EMT 1 Hole Conduit Straps 3/4" TS102	58.00	each	1.160	75.00	87.00	51.22			138.22
122	Self Drilling Anchor 1/4" MET 14SOT			40.160	75.00	3,012.00	602.92			3,614.92
	Rough - in Total									
150	Wire Pulling									
151	1/C Cooper THHN #12 Solid	1,080.00	lnft	7.776	75.00	583.20	247.95			831.15
163	Category 5E - Plenum	150.00	lnft	2.250	75.00	168.75	37.65			206.40
	Wire Pulling Total			10.026	75.00	751.95	285.60			1,037.55
250	Trimout	11.00	each	2.750	75.00	206.25	58.85			265.10
261	Commercial Grade Duplex Receptacle 20 Amp	11.00	each	0.550	75.00	41.25	12.65			53.90
268	Duplex Receptacle 1 Gang Stainless Steel					247.50	71.50			319.00
	Trimout Total									
	Grand Total			53.486		4,011.45	960.03			4,971.48

BEI CO#136A - Added Scoreboards, Game Clocks, & Shot Clocks

[illegible]

6/9/2022 10:58AM

Detroit Lakes Public Schools
Detroit Lakes High School
Project # 4449

BEI CO#137A - Jumbo Screen Power

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
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	(Unassigned)									
	***** Jumbo Screen Power *****									
	(Unassigned) Total									

100	Rough - in									
101	EMT Conduit 3/4"	450.00	Inft	27.000	75.00	2,025.00	608.89			2,633.90
101	EMT Steel Set Screw Coupling 3/4" STC TK122	45.00	each	2.250	75.00	168.75	12.74			181.49
101	EMT Steel Insulated Throat Box Connector 3/4" STC TC712	12.00	each	1.800	75.00	126.00	8.96			134.96
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-1/2&3/4	6.00	each	1.500	75.00	112.50	8.21			120.71
111	4" Square Blank Covers 52C1	6.00	each	0.300	75.00	22.50	2.59			25.09
121	Unistrut Strap 3/4" B2009-3/4	57.00	each	1.425	75.00	106.88	77.70			184.58
122	Self Drilling Anchor 1/4" MET 14SOT	12.00	each	0.240	75.00	18.00	10.60			28.60
	Rough - in Total			34.395	75.00	2,579.63	729.70			3,309.32

150	Wire Pulling									
151	1/2 COPPER THHN #10 Stranded	3,000.00	Inft	27.000	75.00	2,025.00	1,128.46			3,153.46
	Wire Pulling Total			27.000	75.00	2,025.00	1,128.46			3,153.46

200	Switchgear / Buss duct									
203	BQ - Bolt-on Circuit Breaker 20/2	3.00	each	1.350	75.00	101.25	141.23			242.48
	Switchgear / Buss duct Total			1.350	75.00	101.25	141.23			242.48

250	Trimout									
271	Terminations at Jumbo Screen	1.00	each	2.000	75.00	150.00	10.00			160.00
	Trimout Total			2.000	75.00	150.00	10.00			160.00
	Grand Total			64.745		4,855.88	2,009.38			6,865.26

Percent	Amount	Category	Hours
70.73 %	4,855.88	Labor	64.7
29.27 %	2,009.38	Material	
		Subcontractor	
		Equipment	
		Other	
		User	
	6,865.26	Net Costs	
6.88 %	138.15	State Sales Tax (verify amount)	
1.00 %	20.09	Local Sales Tax (verify amount)	
	7,023.50	Subtotal	
5.00 %	108.38	Overhead (Materials)	
4.50 %	97.54	Profit (Materials)	
-0.01 %	-0.42	misc	
	7,229.00	Subtotal	
	7,229.00	Total Estimate	

Detroit Lakes Public Schools

Detroit Lakes High School
Project #4449
BEI CO#144A - Golf Simulator

6/9/2022 11:20AM

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	Golf Simulator Power.....									
	(Unassigned) Total									
100	Rough - In	20.00	Inf	1.200	75.00	90.00	27.01			117.01
101	EMT Conduit 3/4"	20.00	Inf	1.488	75.00	111.60	76.58			188.18
101	EMT Conduit 1-1/4"	1.00	each	0.050	75.00	3.75	0.29			4.04
101	EMT Steel Set Screw Coupling 3/4" STC TK122	1.00	each	0.100	75.00	7.50	0.24			7.74
101	EMT Steel Set Screw Box Connector 3/4" STC TC122SC	1.00	each	0.250	75.00	18.75	1.38			20.13
111	4" Square Boxes - 2 1/8" Deep - 1/2" & 3/4" KO's 52171-128&3/4	1.00	each	0.100	75.00	7.50	0.62			8.12
113	4" Square Raised Cover-1 duplex recept. RS12	1.00	each	0.090	75.00	6.75	0.48			7.23
121	EMT 1 Hole Conduit Straps 3/4" TS102	3.00	each	0.120	75.00	9.00	1.57			10.57
121	EMT 1 Hole Conduit Straps 1 1/4" TS104	8.00	each	0.160	75.00	12.00	7.77			19.77
122	Self Drilling Anchor 1/4" MET 14SOT	1.00	each	0.120	75.00	9.00	0.14			9.14
132	Plastic Bushing 3/4" 932	1.00	each	0.400	75.00	30.00	0.66			30.66
132	Plastic Bushing 1-1/4" 934	2.00	each	4.078	75.00	305.85	116.75			422.60
	Rough - In Total									
150	Wire Pulling									
151	1/C Copper THHN #12 Solid	60.00	Inf	0.432	75.00	32.40	13.81			46.21
	Wire Pulling Total									
250	Trimout									
251	Commercial Grade Duplex Receptacle 20 Amp	1.00	each	0.250	75.00	18.75	5.35			24.10
	Trimout Total									
850	Temporary Services									
893	Clean Up	1.00	each	1.000	75.00	75.00				75.00
	Temporary Services Total									
	Grand Total			5.760		432.00	135.91			567.91

Percent	Amount	Category	Hours
76.07 %	432.00	Labor	5.8
23.93 %	135.91	Material	
		Subcontractor	
		Equipment	
		Other	
		User	
	567.91	Net Costs	
6.88 %	9.34	State Sales Tax (verify amount)	
1.00 %	1.36	Local Sales Tax (verify amount)	
	578.61	Subtotal	
5.00 %	7.33	Overhead (Materials)	
4.50 %	6.60	Profit-(Materials)	
0.08 %	0.46	misc	
	593.00	Subtotal	
	593.00	Total Estimate	

6/9/2022 11:31AM

Detroit Lakes Public Schools

Detroit Lakes High School
Project #4449

BEI CO#145 - Video Board Audio Connection

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)Video Board Audio Connection									
	(Unassigned) Total									
2600	Sound System Quote									
2601	Sound System Quote - Tricorne Audio	1.00	each					425.93		425.93
	Sound System Quote Total							425.93		425.93
	Grand Total							425.93		425.93

Detroit Lakes Public Schools

Detroit Lakes High School
Project #:4449
BEI CO#145 - Video Board Audio Connection

6/9/2022 11:31AM

Percent	Amount	Category	Hours
		Labor	
		Material	
100.00 %	425.93	Subcontractor	
		Equipment	
		Other	
		User	
	425.93	Net Costs	
6.88 %		State Sales Tax (verify amount)	
1.00 %		Local Sales Tax (verify amount)	
	425.93	Subtotal	
5.00 %	21.30	Overhead	
4.50 %	19.17	Profit	
-0.09 %	-0.39	misc	
	466.00	Subtotal	
	466.00	Total Estimate	

INVOICE

Invoice Number: 12442

Invoice Date: Jan 26, 2022

Page: 1

Tricorne Audio, Inc.201 27th Street North
Fargo, ND 58102

Voice: 701-239-4623

Fax: 701-239-0115

Bill To:Bergstrom Electric, Inc.
P.O. Box 13152
Grand Forks, ND 58208-1352**Ship to:**Bergstrom Electric, Inc.
4120 14th Ave. N
Fargo, ND 58102
USA

Customer ID	Customer PO	Payment Terms	
BERGSTROMFGO		Net 30 Days	
Sales Rep ID	Shipping Method	Sales Order	Due Date
Anderson, Dallas R	Best Way	9553	2/25/22

Quantity	Item	Description
1.00		DETROIT LAKES HIGH SCHOOL
1.00		T & M FOR VIDEO BOARD AUDIO CONNECTION
200.00	WP 25291BGY1000	MIC CABLE 2C 22G
1.00	RDL TX-J2	RCA TO LINE TRANSFORMERS
4.00	LABOR INSTALL	DISCOUNTED RATE FOR T&M

Check/Credit Memo No:

Subtotal	425.93
Sales Tax	
Freight	
Total Invoice Amount	425.93
Payment/Credit Applied	
TOTAL	425.93

NOTE: A 4% CONVENIENCE FEE WILL BE ADDED TO ALL CREDIT CARD PAYMENTS OVER \$1,000.00.

Detroit Lakes Public Schools

Detroit Lakes High School
Project #4449

6/10/2022 6:39AM

BEI CO#148A - Gym Hoop Circuiling

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned)									
	Hoop Controller Circuiling				75.00					
	(Unassigned) Total									
200	Switchgear / Buss duct									
203	Circuit Breaker Handle Ties	2.00	each	0.250	75.00	18.75	20.00			38.75
				0.250	75.00	18.75	20.00			38.75
	Switchgear / Buss duct Total									
250	Trimout									
271	Circuit Reconfiguration	1.00	each	3.750	75.00	281.25	25.00			306.25
				3.750	75.00	281.25	25.00			306.25
	Trimout Total									
	Grand Total			4.000		300.00	45.00			345.00

Detroit Lakes Public Schools

Detroit Lakes High School

Project # 4449

BEI CO#148A - Gym Hoop Circuiting

6/10/2022 6:40AM

Percent	Amount	Category	Hours
86.96 %	300.00	Labor	4.0
13.04 %	45.00	Material	
		Subcontractor	
		Equipment	
		Other	
		User	
	345.00	Net Costs	
6.88 %	3.09	State Sales Tax (verify amount)	
1.00 %	0.45	Local Sales Tax (verify amount)	
	348.54	Subtotal	
5.00 %	2.43	Overhead	
4.50 %	2.18	Profit	
-0.05 %	-0.16	misc	
	353.00	Subtotal	
	353.00	Total Estimate	

**CCO #027**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #027: CE #120 - Area G Electrical Fire Wall work

CONTRACT COMPANY:	Bergstrom Electric, Inc. 4120 14th Ave N Fargo, North Dakota 58102	CONTRACT FOR:	SC-18-065-034:26 Electrical
DATE CREATED:	6/13/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Construction Change
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$1,380.00

DESCRIPTION:CE #120 - Area G Electrical Fire Wall work

This includes the amount of work that Bergstrom conducted to complete this work.

ATTACHMENTS:BEI CO#138A - Fire Wall Electrical Items.pdf**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 3,527,125.00
Net change by previously authorized Change Orders	\$ 344,452.00
The contract sum prior to this Change Order was	\$ 3,871,577.00
The contract sum will be increased by this Change Order in the amount of	\$ 1,380.00
The new contract sum including this Change Order will be	\$ 3,872,957.00
The contract time will not be changed by this Change Order by	

Bergstrom Electric, Inc.
 Fargo, North Dakota

DocuSigned by:

Josh Sundeen

298A3C9C2D4E4B4

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

8E9E8070A5C74CC

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

Jason Kuehn

46FA95C41FDA482...

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

Zerr Berg Architects

32413E3583E3404



Fargo
 4120 14th Ave. No.
 Fargo, ND 58102
 Ph 701.281.8992 Fx 701.281.8993
 Email jsundeen@bergstromelectric.com

CHANGE PROPOSAL

PROPOSAL SUBMITTED TO: Gehrtz Construction Services			PHONE: 701-297-0704	DATE: 06/10/22
STREET: 510 4th Avenue N			JOB NAME: DL High School	BEI PROJECT #: 4449
CITY: Fargo	STATE: ND	ZIP: 58102	JOB LOCATION: Detroit Lakes, MN	
Engineer ONE	BEI CO#: 138	PR#:	ATTN: James Lansing	PHONE #: 701-212-0814

WE HEREBY SUBMIT CERTIFICATION AND ESTIMATE FOR:

Remove and re-install electrial devices/lights to allow for fire wall installation: \$1,380.00

All Work Performed In Accordance With Local, State and National Electrical Codes

We Propose - HEREBY FURNISH MATERIAL & LABOR, COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
One Thousand Three Hundred Eighty Dollars (\$1,380.00)

PAYMENT TO BE MADE AS FOLLOWS:

AS WORK PROGRESSES

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, ALL WORK TO BE COMPLETED IS A WORK-MAN-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOUND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUT WORKERS ARE FULLY COVERED BY WORKER'S COMPENSATION INSURANCE.


Josh Sundeen

NOTE: THIS PROPOSAL MAY BE WITHDRAWN
 BY US IF NOT ACCEPTED WITHIIN >>>>>

15 DAYS.

Acceptance of Proposal

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE
 HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENT WILL
 BE MADE AS OUTLINED ABOVE.

SIGNATURE: _____

DATE: _____

Grand Forks

3100 North Washington St.
 Grand Forks, ND 58203
 Ph 701.775.8897
 Fx 701.772.4951

Bismarck

3554 East Divide Ave.
 Bismarck, ND 58501
 Ph 701.221.0783
 Fx 701.221.0784

Devils Lake

1100 2nd Ave NE
 Devils Lake, ND 58301
 Ph 701.662.5823
 Fx 701.662.8996

Crookston

302 North Main
 Crookston, MN 56716
 Ph 218.281.7571
 Fx 218.281.1911

Thief River Falls

1402 3rd Street West
 Thief River Falls, MN 56701
 Ph 218.681.7422
 Fx 218.681.6288

Visit us on our website at www.bergstromelectric.com

Our Reputation is Complete

Detroit Lakes Public Schools

Detroit Lakes High School
Project #:4449
BEI CO#138A - Fire Wall

6/10/2022 6:49AM

CSI	Item Description	Takeoff Qty	Unit	Labor Hours	Labor Rate	Labor Total	Mat Total	Subs Total	Equip Total	Grand Total
	(Unassigned) Fire Wall				75.00					
	(Unassigned) Total									
250	Trimout									
271	Re-Install lights and devices	1.00	each	10.000 10.000	75.00 75.00	750.00 750.00	25.00 25.00			775.00 775.00
	Trimout Total									
350	Demolition									
351	Demo wall and ceiling devices	1.00		8.000 8.000	75.00 75.00	600.00 600.00				600.00 600.00
	Demolition Total									
	Grand Total			18.000		1,350.00	25.00			1,375.00

Percent		Amount	Category	Hours
98.18 %		1,350.00	Labor	18.0
1.82 %		25.00	Material	
			Subcontractor	
			Equipment	
			Other	
			User	
		1,375.00	Net Costs	
6.88 %		1.72	State Sales Tax (verify amount)	
1.00 %		0.25	Local Sales Tax (verify amount)	
		1,376.97	Subtotal	
5.00 %		1.35	Overhead	
4.50 %		1.21	Profit	
0.03 %		0.47	misc	
		1,380.00	Subtotal	
		1,380.00	Total Estimate	

**CCO #010**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #010: CE #117 - Deduct of leaving existing grid in place throughout area C & reduction of area B graphic sound panels

CONTRACT COMPANY:	DOW Acoustics PO Box 477 Detroit Lakes, Minnesota 56502	CONTRACT FOR:	SC-18-065-020:9E Acoustical
DATE CREATED:	6/13/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Construction Change
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	(\$35,978.00)

DESCRIPTION:

CE #117 - Deduct of leaving existing grid in place throughout area C & reduction of area B graphic sound panels

Numerous amounts of ceiling grid was left in place throughout area C instead of being removed and replaced per plan. This resulted in only installing new ceiling tile through area C.

In addition, per PR-26 the size and amount of sound panels to be installed in the area B commons was reduced eliminating a significant amount of graphic panels that were installed.

ATTACHMENTS:

Deductions for DLHS.pdf

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 521,900.00
Net change by previously authorized Change Orders	\$ 17,580.00
The contract sum prior to this Change Order was	\$ 539,480.00
The contract sum will be decreased by this Change Order in the amount of	(\$35,978.00)
The new contract sum including this Change Order will be	\$ 503,502.00
The contract time will not be changed by this Change Order by	

DOW Acoustics
 Detroit Lakes, Minnesota

DocuSigned by:

Jim Wood

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Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

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Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

ZB

32113E3583E3494

**CCO #013**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #013: CE #121 - Added downspout area F

CONTRACT COMPANY:	Haataja Contracting, Inc. PO Box 315 Menahga, Minnesota 56464	CONTRACT FOR:	SC-18-065-011:7A Moisture Protection / Prefinished Metal Wall Panels
DATE CREATED:	6/20/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$384.49

DESCRIPTION:

CE #121 - Added downspout area F

Added a downspout for the window East of door E11.

ATTACHMENTS:

DL High School - extra downspout invoice 6-20-22.pdf

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,969,200.00
Net change by previously authorized Change Orders	\$ 55,100.29
The contract sum prior to this Change Order was	\$ 2,024,300.29
The contract sum will be increased by this Change Order in the amount of	\$ 384.49
The new contract sum including this Change Order will be	\$ 2,024,684.78
The contract time will not be changed by this Change Order by	

Haataja Contracting, Inc.
 Menahga, Minnesota

DocuSigned by:

Eric Haataja

B94A40F463984C6...

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

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Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

Zerr Berg Architects

32113E3583E3494

Menahga MN 56464

Date	Invoice #
6/20/2022	216

Bill To
Detroit Lakes High School Extra work

Description	Qty	Rate	Amount
Extra downspout added - Labor	2.5	75.00	187.50
Downspout from W&D Sheet Metal		162.04	162.04
Profit & Overhead	349.54	0.10	34.95
		Total	\$384.49

INVOICE

W&D Architectural Sheet Metal, Inc.
 2648 37th Avenue South - Minneapolis, MN 55406
 Bus. (612) 729 - 0589, Fax. (612) 729 - 0546
 Email: WDsheetsmetal@wdsheetmetalinc.com

NO. 220860

DATE 04/21/2022

SOLD TO:

Hansatan

SHIP TO:

P.O. No.:

Detroit Lake H.S.

ORDER-PERSON

Ross

TERMS

30 DAYS

MATERIAL/COLOR

silver metal

QTY. ORDERED	DESCRIPTION	AMOUNT
30	silver metal 16	235 20
20	17 1/2	171 50
10	18 1/4	55 13
1 at	13 1/4" G x f open on	150 00
		+ tax 12.0
	extra downspout -	total = 162.04

THANK YOU FOR YOUR BUSINESS.

For inquiries about your account, call (612) 729 - 0589

SUBTOTAL	\$	611 83
SALE TAX	\$	49 10
TOTAL	\$	660 93

pd 4/25

**CCO #004**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #004: CE #119 - Area C Science room epoxy top price increase

CONTRACT COMPANY:	Innovative Laboratory Systems, Inc. 5821 Tower St. - Suite A, PO Box 487 Rockford, Minnesota 55373-0487	CONTRACT FOR:	SC-18-065-009:6C Science Countertops
DATE CREATED:	6/13/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Construction Change
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$8,480.00

DESCRIPTION:**CE #119 - Area C Science room epoxy top price increase**

After the re-design of the Area C science classrooms in June of 2021 there have been several price increases epoxy counter top materials and plumbing fixtures. (see attached letter)

Counter tops could not be ordered until job site verifications could be completed after demo.

ATTACHMENTS:

[20220601104550601.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 115,720.00
Net change by previously authorized Change Orders	(\$21,672.00)
The contract sum prior to this Change Order was	\$ 94,048.00
The contract sum will be increased by this Change Order in the amount of	\$ 8,480.00
The new contract sum including this Change Order will be	\$ 102,528.00
The contract time will not be changed by this Change Order by	

Innovative Laboratory Systems, Inc.
 Rockford, Minnesota

DocuSigned by:

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Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

8E9E9979A5C7466...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

32113E3583E3494...



A WILSONART COMPANY

Date: March 15, 2022

Re: Durcon Epoxy Pricing Update

Dear Valued Durcon Partner,

We apologize for our brief pause last week with your orders and quotes. Being in volatile inflationary times with the addition of the unexpected Russia-Ukraine conflict, we felt it was prudent to gather information from our suppliers to better understand the additional impact the Russia-Ukraine conflict has on our material costs and availability. We want to be able to provide you with the best price based on most current information.

We are pleased to inform you that we will be inputting all orders received as rapidly as possible and all quotes will quickly be sent out that have been finished and put on hold. All orders and quotes will be handled in the order they were received. We currently have a large backlog of quotes, so please be patient as our estimating team was working on customer quotes during the pause.

In regards to material supply, we want to reassure you that we have a secure supply chain and do not anticipate any foreseeable issues with our raw material supplies. Our plant operation is fully staffed and ready to handle the demand and incoming business to support your existing and upcoming project needs.

In regards to pricing, effective immediately,

- All Epoxy quotes with delivery dates starting April 1, 2022 and if accepted within 45 days of quote date, will continue to be quoted at Q4'21 price levels PLUS the updated quarterly escalation schedule below based on actual ship date.
- Price escalation schedule
 - Q2'22 Ship Date: +12% Now +19%
 - Q3'22 Ship Date: +16% Now +22%
 - Q4'22 Ship Date: +19% Now +25%
 - 2023 Ship Date: +19% Now +25%
 - 2024 Ship Date: +20% Now +29%
- All quotes will be accepted per our terms.

Please include your quote number with your PO to insure you get the best price as prices are increasing.

We will continue to monitor the inflationary conditions closely. Should inflationary conditions ease, we will adjust pricing levels to reflect those new conditions.

Thank you for your continued support and partnership. We truly appreciate the opportunity to work with you and remain committed to delivering the highest quality products and service levels.

Sincerely,

Robert Stroescu
Wilsonart – VP, Solid Surface & Epoxy
2501 Wilsonart Dr. | Temple, TX 76504
Robert.stroescu@wilsonart.com
Cell: (254) 563-4567

Hank Von Der Bruegge
Durcon – VP Sales & Marketing
206 Allison Dr. | Taylor, TX 76574
hankv@durcon.com
Cell: (512) 751-8557



November 18, 2021

Dear WaterSaver Customer:

We – like you and rest of the world – are consumed with dealing with the challenges of operating in the current business environment. These challenges include steep cost increases and extended lead times for raw materials, labor shortages, logistical problems and rapidly increasing costs for labor, benefits and overhead. We are working hard to try to minimize the impact of these issues on you, our valued customer

Last May we implemented a modest price increase due to the rising costs of doing business. We hoped that these cost increases had peaked and that the price increase would be enough to carry us through to the “other side” of these problems. Unfortunately, this assumption turned out to be incorrect. We have now reached the point where a second increase is both necessary and unavoidable.

Attached please find our new price list dated November 15, 2021. This price list reflects a price increase of approximately 25.8%. The increase varies across product groups based on the costs of manufacturing. This price list will go into effect for all orders received after December 1, 2021.

We only implement price increases when it is absolutely necessary to do so. In fact, there have been periods in the last 25 years when we have gone three or four years without an increase. We do not take this step lightly and have done our best to keep the increase as low as possible.

This price increase is in line with other manufacturers in our industry and, even after this increase, we will still offer the best combination of product quality and competitive pricing in the industry. We are working as hard as we can to keep our costs - and the prices for our products - as low as possible. We are also very aware that our lead times and responsiveness are not what they need to be. We are doing all we can to address this situation as well.

As always, we appreciate the business you have placed with us. We look forward to continuing to serve your needs for quality laboratory service fixtures and safety equipment for many years to come.

Sincerely,

Steven A. Kersten
President

INNOVATIVE PRODUCTS FOR RESEARCH

WaterSaver Faucet
701 W Erie St
Chicago, IL 60654

312 666 5500 TELEPHONE
312 666 5501 FACSIMILE
wsflab.com



INNOVATIVE LABORATORY SYSTEMS, INC.

"Your Complete Laboratory Furniture & Equipment Company"

5821 Tower Street - Suite A
PO Box 487 Rockford, MN 55373
PHONE: (763)477-5132 FAX: (763)477-5162
EMAIL: innovlab@innovlab.com
WEBSITE: www.innovlab.com

PROPOSAL

DATE: June 1, 2022
TO: James Lansing
CO: Gehrtz Construction
FROM: Mark Kettenacker
SUBJECT: Detroit Lakes H.S. – Request for equitable adjustment

In June of 2021 we re-priced the Area C Science classrooms based on the updated floor plans and elevations shown in PR-46. Since that time our suppliers have seen an unprecedented increase in raw materials costs and have declared "Force Majeure" and will not furnish the materials for the project at the original quoted prices. I am attaching the letters from Durcon (epoxy resin tops and sinks) and Watersaver (faucets and fittings) indicating their price increases since last June and we respectfully request a change order to account for the increase.

Durcon 2021 pricing \$33,537	Durcon 2022 pricing \$39,925	Amount of increase \$6,388
Watersaver 2021 pricing \$3,761	Watersaver 2022 pricing \$4,853	\$1,092

In addition, fuel surcharges have dramatically increased from freight companies. While we do not have a final dollar amount as the price of diesel fuel is changing daily, we are estimating an increase of \$1,000 over our previous freight estimate.

Total increase: \$8,480

We have not added profit or overhead to these figures, these are simply our raw costs.

OMAHA

MINNEAPOLIS

KANSAS CITY

RAPID CITY

BILLINGS

**CCO #034**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #034: CE #123 - Area C Science room demo LTFM

CONTRACT COMPANY:	Ledgestone, Inc. 22930 Cty Hwy 6 Detroit Lakes, Minnesota 56501	CONTRACT FOR:	SC-18-065-007:5B Structural Steel - Erection / 6A General Work & Labor
DATE CREATED:	7/14/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Construction Change
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$3,016.00

DESCRIPTION:

CE #123 - Area C Science room demo LTFM

Extra demo in the area C science rooms similar to the outside classrooms throughout area C

ATTACHMENTS:

CMR#41_DemoScienceRooms_LTFM.pdf

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 1,530,135.00
Net change by previously authorized Change Orders	\$ 177,492.80
The contract sum prior to this Change Order was	\$ 1,707,627.80
The contract sum will be increased by this Change Order in the amount of	\$ 3,016.00
The new contract sum including this Change Order will be	\$ 1,710,643.80
The contract time will not be changed by this Change Order by	

Ledgestone, Inc.
 Detroit Lakes, Minnesota

DocuSigned by:

JOSH LESSMAN

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Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

8E9E8070A5C74C...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

B. Berg

32113E3583E3494...

Ledgestone Inc.
22930 CO Hwy 6
Detroit Lakes MN 56501

www.ledgestoneinc.com
218-849-6140
218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 41

Date: 7/12/2022

Project Number: 2003

Contract Date: 1/21/2020

To:	Project:
Gehrtz Construction Services, Inc. 510 4th Avenue North Fargo ND 58102	DL High School Renovation 1301 Roosevelt Avenue Detroit Lakes MN 56501

Description of Change:

Additional Demo in Science class rooms to be ran through LTFM

Project Original Contract Sum	1,530,135.00
Total of Previously Approved Change Orders	177,492.80
Contract Amount Prior to this Change Order	1,707,627.80
Proposed Contract Amount of this Change Order	3,016.00
Proposed Contract Amount Including this Change Order	1,710,643.80

Accepted By:

Contractor (Company Name)

Owner (Company Name)

Other (Company Name)

By (Signature)

By (Signature)

By (Signature)

Printed Name

Printed Name

Printed Name

Date

Date

Date

Owner's Change Order Number

Ledgestone Inc.
22930 CO Hwy 6
Detroit Lakes MN 56501

www.ledgestoneinc.com
218-849-6140
218-847-5013



LEDGESTONE, INC.

Change Order Request

COR Number: 41

Date: 7/12/2022

To: Gehrtz Construction Services, Inc.	Project: DL High School Renovation
---	---

Item	Description	Quantity	UOM	Unit Price	Extended Price
53 - LTFM_Area B,C					
	Remove wall covering 6/5/22	10.00	HR	52.00	520.00
	Remove sheetrock behind MB 6/9/22	6.00	HR	52.00	312.00
	Remove sheetrock behind MB 6/15/22	4.00	HR	52.00	208.00
	Sheetrock & Wall Covering 6/20/22	4.00	HR	52.00	208.00
	Demo Soffits 6/21/22	12.00	HR	52.00	624.00
	Demo Soffits 6/22/22	4.00	HR	52.00	208.00
	Demo Soffits 6/23/22	18.00	HR	52.00	936.00
LTFM_Area B,C Total:					3,016.00
Change Order Total:					3,016.00

**CCO #005**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #005: CE #091 - Paint corridors Area B/C

CONTRACT COMPANY: McArthur Tile Co., Inc.
 PO Box 1664
 Fargo, North Dakota 58107

CONTRACT FOR: SC-18-065-018:9C Tilework

DATE CREATED: 9/28/2021

CREATED BY: Dan Kleist (Gehrtz Construction Services)

CONTRACT STATUS: Approved

CHANGE REASON: Construction Change

ACCOUNTING METHOD: Amount Based

TOTAL AMOUNT: (\$5,223.96)

DESCRIPTION:

CE #091 - Paint corridors Area B/C
 Paint corridors because tile was backordered.

ATTACHMENTS:

[corridor paint.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 311,100.00
Net change by previously authorized Change Orders	\$ 86,740.00
The contract sum prior to this Change Order was	\$ 397,840.00
The contract sum will be decreased by this Change Order in the amount of	(\$5,223.96)
The new contract sum including this Change Order will be	\$ 392,616.04
The contract time will not be changed by this Change Order by	

McArthur Tile Co., Inc.
 Fargo, North Dakota

DocuSigned by:

Karl Vangerud
 0AED4C899DB34A5

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist
 8E9E8070A5C74CC

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

DocuSigned by:

Jason Kuehn
 46FA95C41FDA482

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

ZB
 32113E3583E3494

E-mail
falon@fintaxman.com

**CCO #010**

Zerr Berg Architects/Gehrtz Construction Services
 510 4th Ave. N
 Fargo, North Dakota 58102
 Phone: (701) 280-0187
 Fax: (701) 280-9021

Project: 18-065 - Detroit Lakes High School Additions & Renovations
 1301 Roosevelt Avenue,
 Detroit Lakes, Minnesota 56501

Subcontract Change Order #010: CE #122 - Additional C1 window frame installed in area C

CONTRACT COMPANY:	Red River Glazing, Inc. PO Box 7279 Fargo, North Dakota 58106-7279	CONTRACT FOR:	SC-18-065-016:8E Aluminum Framing System / Glass & Glazing
DATE CREATED:	6/21/2022	CREATED BY:	James Lansing (Gehrtz Construction Services)
CONTRACT STATUS:	Approved	CHANGE REASON:	Owner Requested
ACCOUNTING METHOD:	Amount Based	TOTAL AMOUNT:	\$2,090.00

DESCRIPTION:

CE #122 - Additional C1 window frame installed in area C

Supplied another window for the area C outside classrooms due to one missing on plan.

ATTACHMENTS:

DLHS CO C1a.pdf

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 861,465.00
Net change by previously authorized Change Orders	(\$2,710.00)
The contract sum prior to this Change Order was	\$ 858,755.00
The contract sum will be increased by this Change Order in the amount of	\$ 2,090.00
The new contract sum including this Change Order will be	\$ 860,845.00
The contract time will not be changed by this Change Order by	

Red River Glazing, Inc.
 Fargo, North Dakota

DocuSigned by:

Myron Schapp

964B03AE43FF4C0

Gehrtz Construction Services
 Fargo, North Dakota

DocuSigned by:

Dan Kleist

8E9E8070A5C74CC...

Detroit Lakes Public Schools
 Detroit Lakes, Minnesota

Zerr Berg Architects
 Fargo, North Dakota

DocuSigned by:

BmCBm

32113E3583E3494...



PO Box 7279 – 300 43rd St. N
Fargo, ND 58106-7279
(Phone) 701-232-4717
(Fax) 701-232-4633

Change Order Proposal

Thursday, June 2, 2022

To: Gehrtz Construction
Project: DLHS - Additional C1a
Detroit Lakes, MN
Sections: 08 4113 - Aluminum Framed Entrances & Storefronts
08 8000 - Glazing
Addenda: N/A

Inclusions:

- 1 - RRG to provide 1 additional C1a Type window at West elevation RO size 48" x 48"
- 2 - Break Metal Sill Flashings as req'd
- 3 - Labor, Material, Tax & Freight

Exclusions:

- 1 - Bonds / Permits / Prevailing Wages (U.N.O Above)
- 2 - Demolition / Framing / Temporary Enclosures (U.N.O Above)
- 3 - Structural Calculations / Field Testing / Delegated Design (U.N.O Above)
- 4 - Interior Finish Caulking (U.N.O Above)
- 5 - Remainder of Door Hardware (U.N.O Above)
- 6 - Hollow Metal/Wood/FRP Doors & Frames
- 7 - Nail Putty @ Wood Frames
- 8 - Final Cleaning

Base Bid Total: \$ 2,090.00

Quote valid for 30 days, unless noted otherwise.

Red River Glazings standard terms and conditions are incorporated by reference as if fully written herein.

Sincerely,

Accepted By: _____

Print

Title

Jason Schapp

Red River Glazing

Signed: _____

Sign

Date



DETROIT LAKES PUBLIC SCHOOLS

702 Lake Avenue, Detroit Lakes, MN 56501

PHONE: 218-847-9271

Website: www.dlschools.net

FAX: 218-847-9273

2022-2023 Return to School Plan

The Detroit Lakes School District will be following the protocols below during the 2022-2023 school year.

Face Coverings: All employees, students and visitors who are not fully vaccinated are encouraged to wear face coverings. Masks, however, will not be required for any staff or student in the buildings.

Physical Distancing: There are no social distancing requirements during the school day or during after school activities, including sports.

Schedules: All students will follow the 2022-23 school calendar. Normal start and end times will be in place and sites will return to their typical days and hours of operation.

Vaccines: The Minnesota Department of Health and the CDC strongly recommends those people eligible to get a vaccine.

Meals: Students will be eating meals in the cafeteria or commons. DLPS food service and purchasing departments have established material and food procedures that meet the requirements of Minnesota Department of Health, Food and Drug Administration, and Minnesota Department of Education.

Healthy Facilities: HVAC systems will be running at maximum capacity to ensure high air flow and air quality. Cleaning practices continue to support the mitigation of COVID-19. The district will continue to clean and disinfect school buildings and locations on a consistent basis. When custodial staff is unable to provide a deep cleaning of building locations, disinfecting of high touch surfaces will be prioritized. Disinfecting wipes will be provided to classrooms as another disinfecting tool.

Health Screening, Quarantine and Isolation: Self screening for symptoms of illness is a practice that keeps everyone safe. If you are ill, or showing symptoms, stay home and report your symptoms to your child's school health office. We are mandated to report any Covid positive cases to the Minnesota Department of Health. Students and staff will not be asked to quarantine if they have had close contact.

Handwashing and Respiratory Etiquette: The district will continue to provide hand sanitizer in each classroom and at the entrances of school buildings and frequent handwashing will be encouraged throughout the district.

Accommodations for Children with Disabilities: Parents or guardians of children with disabilities seeking accommodations with respect to health and safety should be in direct contact with their child's case manager. Accommodations can then be discussed at the team level.

Coordination of State and Local Health Officials: The school district will continue to monitor federal, state, and local guidance in regards to COVID-19 protocols. If direction changes, communication will be provided to our staff and families.

Visitors and Volunteers: Visitors and volunteers who are ill are not to enter a DLPS building. Visitors and volunteers will follow regular protocols when checking in at each school building during the day.

Distance Learning: DLPS will not be providing distance learning for any K-8 student choosing to stay home for the academic day. If families are not comfortable with the protocols that have been set, they are encouraged to seek online placement through an outside agency. Students in 9-12 that are interested in distance learning are encouraged to continue their learning in our online high school, Laker Online and can seek information at info@ELakerOnline or 218-844-4761.

Subject to Change: We will continue to actively monitor our local COVID data to determine strategies necessary to ensure the safety of our students. As in the past, this plan is subject to change at any time due to new state and/or federal mandates regarding COVID.

Date Adopted: 11/21/1991	File Number: Detroit Lakes Policy - 428
Date Revised: 6/11/2012; 8/08/2016; 8/14/17; 6/29/20; 1/24/22; <u>7/25/22</u>	

428 – SUBSTITUTE TEACHER PAY

It is the desire of Detroit Lakes Public Schools to attract and engage certified substitute teachers to continue its educational program in the absence of its regular staff.

All substitute teachers shall be licensed and have on file at the District Office necessary information for payroll purposes, including I-9 information, TRA number, Social Security number, W-4, etc. A valid background check must also be on record with the district. A district database of approved substitute teachers is provided to all district administrators and teachers for selection and/or placement of substitute teachers as needed.

Each substitute teacher shall be provided by the building administrator or his/her designee information appropriate to carry on the educational activities of the respective substitute assignment. This information shall include, but not be limited to, a seating chart, class schedule, lesson plans, attendance procedures, emergency procedures for room and students, and any other additional information that is pertinent concerning the classroom procedures.

Each substitute teacher is expected to provide a brief summary at the end of the school day on the activities and any special assignments or other information for the classes conducted during that day or substitute period.

Each substitute teacher shall sign a voucher for payment of substitute compensation which is to be counter signed by the building administrator and forwarded to the District Office by pay period by the building administrator for payroll processing.

Substitute teacher pay periods will be the same as for all other district employees on the 15th and 30th of the month with the cutoff dates for payroll preparation consistent with all other employees of the district.

Substitute teachers may attend specified workshop and district inservice sessions when offered. Inservice sessions which substitutes may attend will be posted on the district website at the beginning of each school year or when this information is known. No compensation will be afforded for workshops or inservice attendance. However, consideration will be given to the engagement of substitute teachers who are most familiar with the school and its educational programs.

ADMINISTRATION:

The administration of the Substitute Policy shall be the responsibility of the superintendent or his designee and shall be consistent with all provisions as promulgated by the school board.

SUBSTITUTE TEACHER COMPENSATION:

Category I:

1. The daily rate of pay for substitute teachers will be approved on a bi-annual basis during even-numbered years at the May or June board meetings with rates going into effect the following school year.

The daily rate of pay for 2020-2021 and 2021-2022 will be as follows: ~~\$120~~ 140 per full day and ~~\$60.00~~ 70 per half day with an added incentive for substitute teachers who are retirees of Detroit Lakes Public Schools to earn ~~\$125.00~~ 145 per full day and ~~\$62.50~~ 72.50 per half day.

2. Any interim substitute teaching sixteen consecutive student contact days for the same teacher in the same classroom shall earn the proration of the base of the BA lane of the present salary schedule retroactive to the first day of consecutive student contact days.

Category II:

1. Any teacher who substitutes more than thirty (30) days per school year for the same absent teacher shall be placed on the appropriate step and lane of the salary schedule retroactive to the first day of service in the school year after completion of the thirty (30) days. Experience will not be accepted beyond the 6th step of the salary schedule.
2. Pursuant to the provisions of the Affordable Care Act (ACA), long-term substitute teachers hired to work 30 or more hours per week shall be eligible to enroll in the group health insurance plan upon completion of a 90 day waiting period of continuous employment. Eligibility is also subject to any limitations contained in the contract between the insurance carrier and the School District. Insurance premium contribution, if given, will not be retroactive and shall begin on the first of the month after the substitute has been employed for 100 consecutive contract days and shall be subject to the limitations applying to all other teachers concerning District's obligation for insurance coverage.
3. The provisions of the Master Agreement shall not apply to substitutes employed less than thirty-one (31) days per year for the same absent teacher.
4. Substitutes who have completed thirty (30) days of teaching for the same teacher per school year shall receive prorated leaves. Example: A Substitute will receive one (1) day of sick leave per twelve (12) days of service; retroactive to the first day of service.

Payments to Substitutes When A School Day is Shortened:

The substitute teacher will be paid full day sub rate of pay when:

1. Normal school start and school day dismissing by 1:30 PM (or later), or at least five hours in length.
2. Delayed school start and normal dismissal.

The substitute teacher will be paid the half-day sub rate when:

1. Normal school start and school day dismissing before 1:30 PM.
2. Delayed school start combined with any early dismissal.

The substitute teacher will not be paid when:

1. School is cancelled (including a day where staff reports but school is cancelled after buses are out and partial student load is returned to home).

Cancellation Of Sub Assignment

1. In the event a subbing assignment has been cancelled or the substitute is no longer needed and is not notified of such and the substitute reports to the assigned building at the originally assigned time, the substitute will be paid the equivalent of the ½ day rate of sub pay.

Date Adopted: 06/13/88	File Number: Detroit Lakes Policy - 503
Date Revised: 01/12/98 <u>07/25/22</u>	

503 - STUDENT ATTENDANCE

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar

with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments in accordance with the grading policy of each school building. ~~upon request.~~ Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.

- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

(13) College visits approved by administration (2 days per year; must notify DLHS in writing before the absence).

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.

~~(6) Personal trips to schools or colleges.~~

~~(67)~~ Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).

~~(78)~~ Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) From the first through the ____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.

(b) After the ____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of ____ unexcused absences and that, after the ____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

(d) After ____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.

(e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

(f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Consequences of tardiness may include detention after _____ unexcused tardies. In addition _____ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 129A.05 (Definitions)
Minn. Stat. § 120.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian when Child is Continuing Truant).
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 [Ill. App. 3d 603](#), N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA Model Policy 506 (Student Discipline)

Date Adopted: 12/10/84	File Number: Detroit Lakes Policy - 407
Date Revised: 08/11/03; 10/18/21, <u>09/26/22</u>	

407 - EMPLOYEE RIGHT TO KNOW - EXPOSURE TO HAZARDOUS SUBSTANCES

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of ~~Minnesota Statutes~~ section 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. ~~(Minn. Stat. § 182.653, Subd. 2).~~

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. "Commissioner" means the Minnesota Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical

harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogen~~s~~" means a pathogenic microorganism~~s~~ that ~~are~~~~is~~ present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rule CH. 5205 (Occupational Safety and Health Standards)
Minn. Rule CH. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions).
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Date Adopted: 08/31/87	File Number: Detroit Lakes Policy - 413
Date Revised: 02/09/04; 07/12/04;05/11/09, 04/14/11, 07/10/13; 12/21/20; 11/15/21	

413 - HARASSMENT AND VIOLENCE

[Note: State law (Minnesota Statutes, § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, section 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means with respect to an individual who:
 - a. a physical, sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment or having or being perceived as having a self-image or identity not traditionally

associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.
- G. Sexual Violence; Definition
1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any

person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building - The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to a human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Human Resources Manager as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been

involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violation and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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414 - MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn~~esota~~- Statute- ~~Chapter 260E~~s 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event ~~that~~which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minn~~esota~~- Statute- ~~Chapter 260C (Juvenile Safety and Placement)~~Child Protection) and Minn~~esota~~- Statute- ~~Chapter 260D (Child in Voluntary Foster Care for Treatment)~~, includes an individual under age 21 who is in foster care pursuant to ~~Minn. Stat~~Minnesota Statute- section ~~§ 260C.451 (Foster Care Benefits Past Age 18)~~.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- ~~D.~~ "Mandated Reporters" means any school personnel who knows or has reason to believe a child is being ~~maltreated~~neglected or physically or sexually abused, or has been ~~maltreated~~neglected or physically or sexually abused within the preceding three years.
- ~~D-E.~~ "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range or performance and behavior with due regard to the child's culture.

~~E.F.~~ "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical ~~care~~, or other care required for the child's physical or mental health when reasonably able to do so, ~~including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, ~~including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for ~~the child's~~ ~~his or her~~ own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined by state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, ~~or~~ medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn~~esota~~ Stat~~ute~~ section§ 260C.007, Subd~~vision~~ 4 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

~~G.F.~~ "Nonmaltreatment mistake" occurs when~~means~~: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn~~esota~~ Rules Part 9503.0045; (2) the individual has not

been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn~~esota-~~ Rules Ch~~apter-~~ 9503.

H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibility including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

IG "Physical Abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn~~esota-~~ Statute- section§ 125A.0942 or section§ 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian ~~that~~which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn~~esota-~~ Statute- section§ 121A.582.

Actions ~~which are~~that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, ~~that~~which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances ~~that~~which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn~~esota-~~ Statute- section§ 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn~~esota-~~ Statute- § 121A.58.

H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~maltreatment~~neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the ~~maltreatment~~neglect or abuse, if known.

- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

L. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statute, section § 609.341, Subdivision 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor ~~that~~which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minnesota Statute, section § 243.166, Subdivision 1b(a) or (b) (Registration of Predatory Offenders).

M. "Threatened injury" means a statement, over act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4), or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

J.

~~K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.~~

~~L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodians of a child having either full-time or short term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

~~M. "Threatened injury," means a statement, overt act, condition or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for a child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~information neglect or physical or sexual abuse, which he or she knows or has~~

~~reason to believe is happening or has happened within the preceding three years~~ to the local welfare agency, agency responsible for assessing or investigating the report, police department, ~~or~~ county sheriff, ~~or~~ tribal police department, or tribal social services agency. The reporter will include his or her name and address in the report.

- B. ~~An oral report shall be made immediately. If the immediate report has been made orally,~~ by telephone or otherwise, ~~the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing~~ assisting or investigating the report ~~maltreatment~~. ~~Any~~ ~~The written~~ report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment ~~abuse or neglect~~ of the child if the person is known, the nature and extent of the maltreatment ~~abuse or neglect~~ and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. ~~An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. ~~Knowingly and the~~ recklessly making ~~of~~ a false report also may result in discipline. ~~The court may also award attorney's fees.~~

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV.A., above, and there is no requirement to file more than one report, if the initial report is made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected ~~maltreatment-neglect or physical or sexual abuse~~ rests with the appropriate state, county, ~~state~~, or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~-maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~offenderperpetrator~~, and any other person with knowledge of the ~~maltreatmentabuse or neglect~~ for the purpose of gathering ~~the~~ facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~mustwill~~ be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged ~~offenderperpetrator~~ is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged ~~offenderperpetrator~~ is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn~~esota~~- Stat~~ute~~- Chapter- 13 and the Family Educational Rights and Privacy Act, 20 United States Code~~U.S.C. section~~§ 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The

notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapons)
Minn. Stat. § 609.341, Subd. 10 Definitions – Position of Authority)
Minn. Stat. § 609.341. Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
~~Minn. Stat. § 626.556 et. seq. (Reporting of Maltreatment of Minors)~~
~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adult)

Date Adopted: 10/13/97	File Number: Detroit Lakes Policy - 415
Date Revised: 2/9/04, 01/11/10, 04/09/12; 11/12/20; 12/20/21, <u>09/26/22</u>	

415 - MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to ~~fully~~ comply fully with Minn~~esota~~ Stat~~utes~~ ~~section~~§ 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

FA. "Mandated Reporters" means a professional's delegate while engaged in education. ~~any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.~~

GB. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

HC. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care of services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

I -Neglect also ~~means~~includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn~~esota~~- Statute~~-~~ section~~s~~ 626.5572, Subd. 17.

~~D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. §626.5572, Subd. 2.~~

~~E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.~~

~~JF. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota. Statute. Chapter 245A, except as excluded under Minnesota. Statute. section § 626.5572, Subdvision. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received possesses a physical or mental infirmity or other physical, mental, or emotional condition that impairs the individual's ability to adequately provide adequately for the individual's own care without assistance or supervision and, because of the condition or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.~~

~~G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.~~

~~KH. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.~~

~~I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minnesota Statutes, section § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rest with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy ~~should~~shall appear in school personnel handbooks ~~as~~where appropriate.
- B. The school district will develop a method of discussing this policy with employees ~~as~~where appropriate.
- C. This policy ~~should~~shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (~~Government Data Practices; Collection, Security, and Dissemination of Records;~~ Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.23~~24~~ (Crimes Against Vulnerable Adults; Definitions—the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
[MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

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Date Revised: 08/11/2003; 05/15/2006; 11/10/2008; 12/20/21, <u>09/26/22</u>	

416 DRUG AND ALCOHOL TESTING

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. ~~Therefore, To~~ provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn~~esota~~- Stat~~utes~~- ~~sections~~§§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn~~esota~~- Stat~~utes~~ ~~sections~~- §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn~~esota~~- Stat~~e~~- ~~sections~~§§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property.

Employees under the influence of drugs ~~which-that~~ are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline ~~which-that~~ includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

- 1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
- 2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
- 3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the (EBT).
- 4. "Commercial Motor Vehicle" (CMV) includes a vehicle ~~which-that~~ is designed to transport 16 or more passengers, including the driver.
- 5. "Designated Employer Representative" (DER) means an employee authorized by the school district designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process.~~7 and to~~ The DER receives test results and other communications for the school district.
- 6. "Department of Transportation" (DOT) means United States Department of Transportation.

7. "Direct Observation" means observation of alcohol or controlled substance use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
87. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
98. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, Local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
119. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
120. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); or (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
131. "Safety-~~S~~sensitive Ffunctions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to

repair, or remaining in attendance during the repair of a disabled vehicle.

142. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
153. "Stand Down" means ~~the practice of~~ temporarily removing an employee from performing safety-sensitive functions ~~after-based only upon~~ a laboratory reports ~~to the MRO of~~ a confirmed positive ~~test for a drug or drug metabolite~~, an adulterated ~~test~~, or a substituted test ~~result but~~ before the MRO completes the verification process.
164. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: ~~The~~ Federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.601. ~~Almost all~~Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of ~~this~~ Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or ~~drug~~ controlled substance problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that ~~the driver~~~~he or she~~ has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she ~~has~~ received a copy of these materials. 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by ~~the~~ federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 Code of Federal Regulations section ~~C.F.R.~~ § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations section ~~C.F.R.~~ §§ 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until ~~the driver~~he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner~~physician~~ who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district ~~that~~^{which} prohibit ~~the~~ possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations section G.F.R.-§ 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform ~~the driver's~~^{his or her} supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[Note: School districts must utilize U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual Queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[Note: 49 Code of Federal Regulations section G.F.R.-§ 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver

performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. ~~In order to~~ To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: ~~The federal~~ Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 Code of Federal Regulations section C.F.R. § 382.413 and 49 Code of Federal Regulations section C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substance test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

32. Post-Accident Testing

[Note: 49 Code of Federal Regulations section C.F.R. § 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

43. Random Testing

[Note: 49 Code of Federal Regulations section C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) ~~lowered set~~ the random alcohol selection and testing rate ~~from at 1025%~~ of the average number of driver positions to ~~10% in 1998~~ and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

54. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty ~~or~~ within four (4) hours before coming on duty ~~or~~ Or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations

leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 Code of Federal Regulations section C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

65. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: 49 Code of Federal Regulations section C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

76. Follow-Up Testing. When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

87. Refusal to Submit and Attendant Consequences

[Note: *Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations section C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations section C.F.R. §§ 382.501-382.507 and in 49 United States Code section U.S.C. § 521(b).*]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a SAP and must submit to a return-to-duty test prior to being considered for

reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 ~~Code of Federal Regulations section C.F.R. § 40.45.~~]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor

from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor with ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations section~~C.F.R.~~ § 40.225]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an SST using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See ~~Minnesota Statutes~~ section § 221.031, Subdivision 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [**Medtox, St. Cloud, Minnesota, 800-508-9675/320-251-9675**], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in ~~Minnesota Statutes Chapter~~ 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 Code of Federal Regulations ~~section 6.F.R.~~ §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
<u>Alcohol and controlled substance collection procedures</u>	Collection
<u>records</u>	2 years
Negative and cancelled <u>controlled substance</u> tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") as required under federal Law, including;

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohols use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohols use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying

- successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations section~~C.F.R. §~~ 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

- b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education***

or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in ~~Minnesota Statutes sections §§ 181.950-181.957~~. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in ~~Minnesota Statutes sections §§ 181.950-181.957~~. See ~~Minnesota Statutes section § 221.031, Subdivision 10~~. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B or part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least

once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts a full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verifies positive, adulterated, or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Cod of Federal Regulations section 382.701

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job

applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory ~~that meets one of the criteria which participates in one of the programs~~ listed in ~~Minnesota Statutes section § 181.953, Subdivision 1.~~

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer ~~that~~^{which} is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in ~~Minnesota Statutes section § 176.011, Subdivision 16,~~ or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and

alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and ~~A~~alcohol ~~T~~esting," "~~D~~drug or ~~A~~alcohol ~~T~~esting," and "~~D~~drug or ~~A~~alcohol ~~T~~est" mean analysis of a body component sample ~~according to the standards established under one of the programs by a testing laboratory that meets one of the criteria-~~ listed in Minn~~esota-~~ Statutes, section~~s~~ 181.953, Subd~~vision-~~ 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section

III.).

5. "Positive ~~T~~est ~~R~~esult" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn~~esota~~- Stat~~utes~~- section~~s~~ 181.953, Subd~~ivision~~- 1.
6. "Random ~~S~~election ~~B~~asis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable ~~S~~suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-~~S~~sensitive ~~P~~osition" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of ~~this~~ Section IV. D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the

employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~the individual him or her~~ with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

~~d.~~ Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as a positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

~~ed.~~ Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~the individual him or her~~ with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the

original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statute section- § 181.953, Subdivision- 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform ~~the individual~~him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after

completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in ~~the individual's~~^{his or her} personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and

4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn~~esota~~- Stat~~utes~~- Ch~~apter~~- 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn~~esota~~- Stat~~utes~~- Ch~~apter~~- 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available

for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 43A (State Personnel Management)
 - [Minn. Stat. § 151.75 \(Sale of Certain Cannabinoid Products\)](#)
 - [Minn. Stat. § 152.01 \(Definitions\)](#)
 - Minn. Stat. § 152.22 (~~Definitions~~; Medical Cannabis; ~~Definitions~~)
 - Minn. Stat. § 152.23 (~~Limitations~~; Medical Cannabis; ~~Limitations~~)
 - Minn. Stat. § 152.32 (Protections for Registry Program Participation)
 - [Minn. Stat. § 176.011, subd. 16 \(Definitions; Personal Injury\)](#)
 - Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
 - Minn. Stat. § 221.031 (Motor Carrier Rules)
 - 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
 - [49 U.S.C. § 31306a \(National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators\)](#)
 - 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
 - 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- Cross-References:**
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 - MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 - MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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417 - CHEMICAL USE/ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school ~~district that participates in a school district chemical abuse program~~ shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ~~E.~~ DThe school district shall establish ~~and maintain a drug-free awareness program for to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.~~

[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted

~~and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]~~

III. DEFINITIONS

- A. "Chemical abuse," as applied to students means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's student's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes sections 152.02 and "marijuana" as defined in Minnesota Statutes sections 152.01, subdivision 9. But not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Controlled Substances Act 21 United States Code section 812, including analogues and look alike drugs. "Chemicals" includes, but is not limited to alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

BA. Programs and ActivitiesInstruction

1. ~~Every The school district shall provide an instructional develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.~~

~~**[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]**~~

2. ~~As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools. Each school shall have age appropriate, and developmentally based activities that:~~

- a. ~~address the consequences of violence and the illegal use of drugs, as appropriate;~~
- b. ~~promote a sense of individual responsibility;~~
- c. ~~teach students that most people do not illegally use drugs;~~
- d. ~~teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~
- e. ~~teach students about the dangers of emerging drugs;~~
- f. ~~engage students in the learning process; and~~
- g. ~~incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~

3. ~~Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~

4. ~~Each school shall disseminate drug and violence prevention information within the school and to the community.~~
5. ~~Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~
6. ~~Each school shall have drug and violence prevention activities that may include the following:~~
 - a. ~~Community wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~
 - b. ~~The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~
 - c. ~~Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~
 - d. ~~Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~
 - e. ~~Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

B-C Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance. Chemical Use/Abuse.

1. ~~In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:~~
 - ~~a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
 - ~~b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~
 - ~~c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~
 - ~~d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's~~

person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:

a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

32. Students involved in the abuse, possession, transfer, distribution or sale of chemicals ~~shall~~ may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn~~esota~~ Statutes section § 121A.40-121A.56, and proposed for expulsion.

~~43.~~ Searches by school district officials in connection with the ~~abuse~~, possession, or transfer, ~~distribution or sale of alcohol or a controlled substance chemicals~~ will be conducted in accordance with school board policies related to search and seizure.

~~4.~~ Nothing in paragraph IV.B.1 prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

DE. Preassessment Team.

1. Every school that participates in a school district chemical abuse program shall ~~establish~~ have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~ will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices.

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota- Statutes section- § 13.32 and applicable federal law and regulations.
2. Destruction of Records.
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. ~~This section shall govern d~~Destruction of records identifying individual students shall be governed by paragraph IV.E. 2. notwithstanding provisions of the Records Management Act, Minnesota- Statutes- § 138.163. (Preservation and Disposal of Public Records).

FE. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[NOTE: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grant law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

F. ~~School and Community Advisory Team~~

1. ~~The superintendent, with the advice of the school, board shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law~~

enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.

2. ~~The advisory team shall:~~

~~a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and~~

~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

V. EMPLOYEES

A. The ~~school district shall~~ ~~establish~~~~superintendent or designee shall undertake and maintain~~ a drug-free awareness and prevention program to inform employees, ~~students and others about:~~

1. The dangers ~~of drug and health risks of chemical~~ abuse in the workplace/~~school~~.

2. The school district's ~~drug-free workplace/drug-free school~~ policy of maintaining a drug-free workplace.

3. ~~Any available drug or alcohol~~ counseling, ~~treatment~~, rehabilitation, ~~re-entry~~ and/~~or~~ employee assistance programs ~~available to employees and/or students~~.

~~4.~~ The penalties that may be imposed on employees for drug abuse violations.

B. The ~~school district superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]~~

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.61 (discipline and Removal of Students from Class)
Minn. Stat. 124D.695 (Approved Recovery Program Funding)
Minn. Stat. 126.C44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public ~~Records~~~~Records Management Act~~)
Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn Stat. 152.01 (Definitions)

[Minn. Stat. 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)
[Minn. Stat. § 152.22 \(~~Medical Cannabis~~; Definitions; ~~Medical Cannabis~~\)](#)
[Minn. Stat. § 152.23 \(~~Medical Cannabis~~; Limitations; ~~Medical Cannabis~~\)](#)
[Minn. Stat. 299A.33 \(DARE Program\)](#)
[Minn. Stat. 466.07, subd. 1 \(Indemnification Required\)](#)
[Minn. Stat. 609.101, subd. 3€ \(Controlled Substance Offenses; Minimum Fines\)](#)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. §§ 7101-712265 (~~Student Support and Academic Enrichment Grants~~~~Safe and Drug-Free Schools and Communities Act~~)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 34 C.F.R. Part 84 (Government-~~W~~ide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School)
[MSBA/MASA Model Policy 419 \(tobacco-Free Environment; Possession And Use of Tobacco, Tobacco-Related Devices; Vaping Awareness and Prevention Instruction\)](#)
 MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 MSBA/MASA Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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419 - TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statute, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statute section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses 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.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student to possess any type of tobacco, tobacco-related devices, or electronic delivery devices 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 and includes vehicles used, in whole or in part, for school 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.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery device includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco-related products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product."

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[Note: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21 ~~Children~~)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
~~MSBA Service Manual, Chapter 2, Students Rights, Responsibilities and Behavior.~~

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420 - STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statute, section§ 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

1. Detroit Lakes Schools, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statute ~~section~~ § 121A.23 ~~that~~which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting, sexually transmitted diseases and infections for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (~~Programs to Prevent and Reduce the Risk of Sexually Transmitted Infections and Diseases~~~~Health-Related Programs~~)
Minn. Stat. § 144.441-~~442~~ (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act ~~of 2004~~)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973 § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (~~Occupational Exposure to~~ Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, ~~110 S.Ct. 239~~ (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, ~~107 S.Ct. 1123~~ (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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506 - K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn~~esota~~^{esota}. Stat~~ute~~^{ute}. ~~sections~~^{sections} §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn~~esota~~^{esota}. Stat~~ute~~^{ute}. ~~section~~^{section} § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the

maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or

employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school districts' Bullying Prohibition Policy;
30. Student attire which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district

by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is 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. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

V. Restorative practices.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. 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.

Grounds 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 Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. – L. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

C. Procedures for Removal of a Student from a Class.

1. When circumstances permit, students shall be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the pupil;
2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate substantial danger to

himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and an escort is needed the teacher will notify the office immediately;

3. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher, subject to the provisions of Minn. Stat. 127.41, Subd. 3(e) and the Pupil Fair Dismissal Act.
4. A written disciplinary report shall be submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.

D. Responsibility for and Custody of a Student Removed from Class.

The student must report directly to the office and at that time the building administrator or his/her designee will determine the appropriate consequences. The building administrator or his/her designee will have responsibility for and custody of the student once removed from the classroom and has reported to the office.

E. Procedures for Return of a Student to a Class from Which the Student Was Removed.

The building administrator will determine the appropriate classroom re-entry plan.

F. Procedures for Notification.

Parents are to be notified whenever a child is referred to the office for disciplinary reasons. Notification may be in written or verbal form. Administrators will determine who will notify the parents and if follow up conferences are necessary.

G. Students with Disabilities; Special Provisions.

All Special Education rules and regulations are to be followed in cases where students have IEP's.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises. According to Policy 417 – Chemical Use/Abuse: Section IV:C

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. (In many cases, this will be the buildings Student Assistance Team)
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

The building administrator will determine the appropriate interventions tied to a violation of the Code of Student Conduct.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

The building administrator will assist in determining appropriate procedures for encouraging early involvement of parents/guardians in attempts to improve student's behavior which may include, but is not limited to referral to the buildings Student Assistant Team.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

The building administrator will assist in determining appropriate procedures for encouraging early detection of behavioral problems which may include, but is not limited to referral to the buildings Student Assistance Team.

L. Reasonable Force Standard

A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

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

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during the dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than 10 (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn~~esota-~~ Stat~~ute-~~ ~~section~~~~§~~ 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn~~esota-~~ Stat~~ute-~~ ~~section~~~~§~~ 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn~~esota-~~ Stat~~ute-~~ ~~sections~~~~§§~~ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn~~esota~~-Statute- ~~sections~~§§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn~~esota~~-Statute- ~~sections~~§§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed

dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to ~~Minnesota Statute~~ [section](#) 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn~~esota-~~ Stat~~ute-~~ section~~§~~ 120B.232, Subd~~ivision-~~ 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn~~esota-~~ Stat~~ute-~~ Chapter~~-~~ 13.

XIII. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and

related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statute, section 124D.03) or Enrollment in Nonresident District (Minnesota Statute, section 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 seventeen (17) 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.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60-~~121A.61~~ (~~Definitions~~Removal from Class)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from class
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (~~State-Approved Alternative Program Organization~~Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; ~~Exceptions~~Enrollment in Nonresident District)
Minn. Stat. Ch. 125A (Special Education and Special Programs~~Students with Disabilities~~)
Minn. Stat. § 152.22, Subd. 6 (~~Medical Cannabis~~; Definitions)
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement~~Court Act~~)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education ~~Improvement~~ Act

~~of 2004~~)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)

MSBA/MASA Model Policy 501 (School Weapons)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 503 (Student Attendance)

MSBA/MASA Model Policy 505 (Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. 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 or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

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

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

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in

reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any student who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator,

and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

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

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

V. SCHOOL DISTRICT ACTION

A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, restore to practice, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to the school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witness to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is

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

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

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

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions of ~~Public School~~)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (~~Model Policy Sexual, Religious and Racial Harassment and Violence~~)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of ~~the~~ Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 124E (Charter Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (~~Title IX Student-Sex Nondiscrimination Policy~~)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video ~~taping~~ Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Date Adopted:	File Number:
Date Revised: 2/12/18; 2/11/19, <u>09/26/22</u>	Detroit Lakes Policy - 525

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or non-student, who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with ~~Minnesota Statutes~~ section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g. honesty, personal responsibility, self-discipline, cooperation and respect for others.)
- H. Establish clear school rules that prevent and deter violence.

- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (~~Personnel Data~~~~School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education

~~Improvement~~ Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 31 (1969)

Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 504 (Student Dress and Appearance)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSAB/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

Date Adopted: 05/13/02	File Number: Detroit Lakes Policy - 529
Date Revised: 3/16/2020, <u>09/26/22</u>	

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

[Note: School districts are not required to adopt a policy regarding staff notifications of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Board Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or caused physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]

IV.. **PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above), will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation to provide to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate education interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.

2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. **MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. **PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. **TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (~~Compulsory Instruction~~~~School Attendance—Education Records~~)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; ~~Teachers' Legitimate Educational Interest of Students with Violent Behavior~~)
Minn. Stat. § 121A.75 (~~Receipt of Records; Sharing~~~~Law Enforcement Notice to Schools~~)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- ☐ IEP
- ☐ §504 Plan
- ☐ Functional Behavioral Assessment
- ☐ Reports or statements by school staff
- ☐ Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

Date Adopted: 03/08/04	File Number: Detroit Lakes Policy - 532
Date Revised: 01/10/05, 09/14/2009, 09/26/22	

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

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

[Note: Minnesota Laws 2009, Chapter 96 , made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Rules 3525.0210, Statutes Sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1,2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s

behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain as an aversive procedure;
2. Presenting intense sounds, lights, or other sensory stimuli as an aversive stimulus;
3. Using noxious smell, taste, substance, or spray as an aversive stimulus;
4. Denying or restricting the student's access to equipment and devices such as hearing aids and communication boards that facilitate the student's functioning except temporarily when the student is perceived to be destroying or damaging equipment or devices;
5. Using faradic skin shock;
6. Restricting, totally or partially, the student's auditory or visual sense, except that study carrels may be used as an academic intervention;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those conditional procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds. If the crisis team initiates use of conditional procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

Legal References: Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (~~Removal by Police Officer Aversive and Deprivation Procedures~~)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(9) (Individuals with Disabilities Education Act (IDEA))
34 C.F.R. § 300.529 (~~Referral to and Action by Law Enforcement and Judicial Authorities~~ ~~IDEA Regulation Regarding Involvement of Law Enforcement~~)
Minn. Rule 3525.0200, Subp. 2c (Definition of "Emergency")
Minn. Rule 3525.2900, Subp. 5 (The IEP and Regulated Interventions)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Date Adopted: 2/11/91	Detroit Lakes Public Schools Policy # 709
Date Revised: 08/13/01; 05/13/02; 12/8/03; 9/11/06; 3/12/07; 5/12/08; 10/13/08, 10/04/17, <u>09/26/22</u>	

709 - STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, §169.446, Subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district

C. under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

D.

1. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-5)

- 1st Offense -warning
- 2nd Offense -3 school-day suspension from riding the bus

3rd Offense -5 school-day suspension from riding the bus

4th Offense -10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (6-12)

1st Offense -warning

2nd Offense -5 school-day suspension from riding the bus

3rd Offense -10 school-day suspension from riding the bus

4th Offense -20 school-day suspension from riding the bus/meeting with parent

5th Offense -suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota's driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Section VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

E.

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

F. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

G. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

H.

I. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of a minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driving Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operating the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligible requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section. § 169.011, Subdivision. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of Type III vehicles will be legally licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver’s license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

- (1) safe operation of a type III vehicle;
- (2) understanding student behavior, including issues relating to students with disabilities;
- (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
- (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
- (5) handling emergency situations;
- (6) proper use of seat belts and child safety restraints;
- (7) performance of pretrip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under ~~Minnesota Statutes, § 122A.18, Subdivision 8, or Minnesota Statutes, § 123B.03~~ for school district employees; ~~Minnesota Statutes, section § 144.057 or Minnesota Statutes, Chapter Ch. 245C~~ for day care employees; or ~~Minnesota Statutes, section § 171.321, Subdivision 3,~~ for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minn~~esota~~- Stat~~utes~~- ~~section~~ § 171.321, Subd~~ivision~~. 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn~~esota~~- Stat~~utes~~ ~~section~~- § 181.951, Subd~~ivision~~. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn~~esota~~ Stat~~utes~~ ~~section~~- § 171.321, Subd~~ivision~~. 5.

g. A person who sustains a conviction, as defined under Minn~~esota~~- Stat~~utes~~- § 609.02, of violating Minn~~esota~~- Stat~~utes~~ ~~section~~ - § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31(alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn~~esota~~- Stat~~utes~~- ~~sections~~§§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minn~~esota~~- Stat~~utes~~- ~~section~~§ 171.3215, Subd~~ivision~~ -1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minn~~esota~~- Stat~~utes~~- ~~section~~§ 609.02, of a moving offense in violation of Minn~~esota~~- Stat~~utes~~- Ch~~apter~~- 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minn~~esota~~- Stat~~utes~~- § 123B.90, Subd~~ivision~~- 2 (See Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minn~~esota~~- Stat~~utes~~- ~~section~~§ 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes-section § 171.321, Subdivision- 2.

e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes- § 171.02, Subdivision 2a(h) – 2a(j).

f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student's name and address;
2. the nature of the student's disabilities;
3. emergency health care information; and
4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventative maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of non-public school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required ~~by Minnesota Statutes~~ section § 171.321, Subdivision. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school

board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:

Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)

Minn. Stat. § 123B.88 (Independent School Districts; Transportation)

Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)

Minn. Stat. § 123B.90 (School Bus Safety Training)

Minn. Stat. § 123B.91 (School District Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licenses and Other Personnel)

Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)

Minn. Stat. § 169.02 (Scope)

Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)

Minn. Stat. § 169.446, Subd. 2 (~~Safety School Children; Training and Education Rules~~ Driver

Training Programs)

Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)

Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subd. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)

Minn. Stat. § 171.168 (~~Notification of Conviction for Violation by a Commercial Driver~~ Notice

of violation by Commercial Driver

Minn. Stat. § 171.169 (~~Notice of Commercial License Suspension~~ Notification of Suspension of License of Commercial Driver)

Minn. Stat. § 171.321 (Qualifications of a School Bus and Typ III Vehicle Drivers)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

49 C.F.R. §. 383.51 (Disqualification of Drivers)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Non-public Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Addendum A

Detroit Lakes Public Schools Type III Bus Driver Training/License Verification Form

In Minnesota the school vans that are driven are considered Type III school buses. As a driver you are subject to certain Minnesota state laws and district policies. Drivers must annually receive training and validation of their license.

- The driver shall never drive at a speed that is faster than the posted limit or unsafe due to existing road or weather conditions. Headlights are to be always used.
- Drivers must report any disqualifying convictions to the Transportation Director within 10 days of the occurrence.
- Drivers may not have more than 3 moving violations within any 3 year period.
- Drivers are not to use cell phones while the vehicle is in motion.
- Student passengers must be supervised taking into consideration that they are not fully adult and their safety must be your first consideration. Patience and understanding must accompany your conduct dealing with students, especially those with disabilities.
- Disorderly conduct of students is to be reported to the building Principal. It is their responsibility to determine disciplinary actions.
- All occupants must be secured individually with seat belts or child restraints. The vehicle rating capacity shall never be exceeded. Drivers can never have more than 9 passengers.
- Pre-trip inspections must be conducted and recorded on the form provided.
- Safe loading and unloading procedures of students are summarized in the following:
 1. Utilize a safe location at the curb, the nontraffic side of the road, or at safe locations off from the roadway such as driveways and parking areas.
 2. Refrain from loading or unloading in a vehicle traffic lane, on the shoulder, in a designated turn lane or adjacent to a designated turn lane.
 3. Avoid loading or unloading at locations that requires students to cross the roadway. If this is necessary students must be escorted across the road by the driver or an adult supervisor.
 4. During loading and unloading the vehicle drive system must be in the "park" position.

All Type III vehicles contain the following safety equipment. Be sure to familiarize yourself with their location and become familiar with their proper use.

- A fire extinguisher.
- A first aid kit.
- A body fluid clean-up kit.
- A set of three warning triangles.
- Seat belt cutting knife.

I have read the above and am in compliance with the information. Below is my driver's license information:

Full Name as on License (PRINT): _____

License Number: _____ Issuing State: _____ Exp. Date: ____/____/____

Signature: _____ Date: ____/____/____

Date Adopted: 04/10/00	File Number:
Date Revised: 03/14/05; 1/11/2021, <u>09/26/22</u>	Detroit Lakes Policy 806

806 - CRISIS MANAGEMENT POLICY

[NOTE: The Minnesota Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section§121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort amongbetween the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in development of the building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

- a. **Lock-Down Procedures.** Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or when determined to be necessary by the building administrator or designee. The building administrator or designee will

announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See ~~Minnesota Statutes~~ section§ 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with ~~Minnesota Statutes~~ section§ 299F.30, and one school tornado drill each school year. See ~~Minnesota Statutes~~ section§ 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond in emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designee, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See [Minnesota Statutes, section § 121A.035](#).

[Note: The State Fire Marshall advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel,

fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charger school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification System

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decision about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the

Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation

- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitor

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 United States Code section U.S.C. § 6301, et seq.; Title IX, 20 United States Code section U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code section U.S.C. § 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; ~~Doors and Exits~~)
Minn. Stat. § 326B.002, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses ~~on School Property~~)
Minn. Rules Ch. 7511 (Fire ~~Code~~Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et. seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to the School District Buildings and Sites)
[Comprehensive School Safety Guide](https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf)
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

DETROIT LAKES PUBLIC SCHOOLS

702 Lake Avenue
Detroit Lakes, MN 56501

SUPERINTENDENT CONTRACT

ARTICLE I

PURPOSE

This Contract is entered into between Independent School District No. 22, Detroit Lakes Public Schools, Detroit Lakes, Minnesota, hereinafter referred to as the School District, and Mark Jenson, hereinafter referred to as the Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

ARTICLE II

APPLICABLE STATUTE

This Contract is entered into between the School District and the Superintendent in conformance with M.S. 123B.143.

ARTICLE III

LICENSE

The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

ARTICLE IV

DURATION, EXPIRATION, TERMINATION

DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of 3 years commencing on July 1, 2023, and ending on June 30, 2026. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1.

Section 3. Termination During the Term: The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written

decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

ARTICLE V DUTIES

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Superintendent's duty year shall be for the entire twelve (12)-month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Annual Leave: The Superintendent shall earn 25 working days of annual paid leave each Contract year. Unused leave must be taken within three (3) months after the end of the Contract year in which it is earned. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent Contract, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Superintendent is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Superintendent shall be entitled to 10 paid holidays as designated by the School Board each Contract year. Such paid holidays include: New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. If a holiday falls on a Saturday or Sunday, the preceding or following day (i.e. Friday or Monday) is a holiday if school is not in session.

Section 4. Sick Leave: The Superintendent shall earn paid sick leave at the rate of 15 day(s) each year, and earned sick leave may accumulate to a maximum of 115 days. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent Contract, the Superintendent shall not be entitled to payment for any unused sick leave days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Superintendent injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Bereavement Leave: The Superintendent shall be allowed full pay for up to four (4) days absence from school, on each occasion, non-accumulative, on account of death and/or taking care of business arising from a death in the Superintendent's immediate family. The immediate family is defined as father, mother, sister, brother, spouse, son, daughter, step-child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchildren. An additional two (2) days shall be allowed for the death of the Superintendent's spouse, child or step-child.

Up to two (2) days shall be allowed, with full pay, for absence from duty for each occasion, on account of death of the following extended family members of the Superintendent or spouse of the Superintendent: brother-in-law, sister-in-law, grandparents, aunts, uncles, nieces, nephews.

Requests for bereavement leave will be made electronically pursuant to District procedures stating the decedent's name, relationship and travel schedule necessary.

Bereavement leave is separate from sick leave and will not be deducted from personal sick leave or be dependent on the availability of sick leave.

Section 7. Jury Service: The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 8. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 9. Disability: If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, any remaining period of disability will be unpaid until the expiration of the waiting period for long term disability insurance.

Section 10. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., the Superintendent shall have a right to a leave of absence for health reasons.

Section 11. Personal Leave: The Superintendent is hereby granted personal leave, at his/her discretion not to exceed three (3) days per year. Personal Leave Days shall be made available at the beginning of each Contract year.

Section 12. Insurance Application: A Superintendent on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Superintendent shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Superintendent is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided

in this Contract until sick leave is exhausted. Thereafter, the Superintendent must pay the entire premium for any insurance retained.

ARTICLE VII INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: The School District shall provide the Superintendent and the Superintendent's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan at the expense of the School District.

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Superintendent's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) as agreed upon between the parties.

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Superintendent under the School District's group term life insurance plan in the amount of \$250,000, payable to the Superintendent's named beneficiary(ies). The life insurance coverage of \$250,000 will decline in value after the employee reaches the age of 65.

Section 3. Long-Term Disability Insurance: The School District shall provide, at the Superintendent's own expense, long-term disability insurance for the Superintendent under the School District's group long-term disability insurance plan. The maximum benefit will be equal to two-thirds of \$160,000.

Section 4. Eligibility: The eligibility of the Superintendent and the Superintendent's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VIII OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The district will contribute a match of \$4,700 per year through payroll into a qualified 403(b) plan.

Section 2. Vehicle: The School District shall compensate the Superintendent for business use of his/her private vehicle at the established federal mileage rate pursuant to M.S. 471.665, Subd. 1 for out of district travel.

Section 3. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other

educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE IX SALARY

The Superintendent shall be paid an annual salary of \$168,000 for the 2023-2024 Contract year, \$171,000 for the 2024- 2025 Contract year, and \$174,000 for the 2025 - 2026 Contract year. During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in 24 equal installments during the Contract year.

ARTICLE X EVALUATE PERFORMANCE

The School Board shall oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit.

ARTICLE XI OTHER PROVISIONS

Section 1. Outside Activities: While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his/her employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Medical Examination: The Superintendent shall have a comprehensive medical examination not less than once every year. A summary document from the physician certifying the fitness of the Superintendent to perform the duties of the position shall be provided to the School Board Chair. The cost of said examination not covered by the School District's insurance program shall be paid by the School District.

Section 5. Other Applicable Provisions:

Subd1. Administrative Expenses. The School District shall provide the Superintendent with an administrative expense allowance in the amount of \$200 per month, or \$2,400 per year, to be paid as salary through the District's payroll process.

Subd 2. Health Care Savings Plan: The Superintendent will participate in a Health Care Savings Plan as administered by the Minnesota State Retirement System as approved by the IRS. The Superintendent shall contribute \$150.00 per month into the HCSP and the District shall contribute \$150.00 per month for the duration of this contract. The district reserves the right to select the plan provider.

Subd 3. Tuition Reimbursement: The Superintendent may be reimbursed for courses directly related to the role of a Superintendent. The actual cost shall be granted upon submittal of transcript(s) and tuition statements to the Board Chair. Such reimbursement is subject to the prior approval of coursework by the Board and is limited to a maximum annual reimbursement of \$6,000 in any school year. The District will be refunded the amount of tuition reimbursement extended if the Superintendent resigns or retires within two school years of exercising this benefit.

ARTICLE XII SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 20 ____.

Superintendent

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 20 ____.

School Board Chair

School Board Clerk



STUDENT/PARENT HANDBOOK
2022-2023

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DAILY SCHEDULE

8 PERIOD		ODD BLOCK		EVEN BLOCK	
Period 1	8:15 - 9:01	Period 1	8:15 - 9:39	Period 2	8:15 - 9:39
Period 2	9:06 - 9:52	Break	9:41 - 9:52	Break	9:41 - 9:52
Period 3	9:57 - 10:43	Period 3	9:54 - 11:18	Period 4	9:54 - 11:18
Period 4	10:48 - 11:34				
Period 5 (Lunch-See below)	11:38 -12:58	Period 5 (Lunch-See below)	11:22 - 1:20	Period 6 (Lunch-See below)	11:22 - 1:20
Period 6	1:02 - 1:48				
Period 7	1:53 - 2:39	Period 7	1:24 - 2:48	Period 8	1:24 - 2:48
Period 8	2:44 - 3:30				
Academic Intervention Time		AIT	2:52 - 3:30	AIT	2:52 - 3:30

8 Period Lunch Schedule	
Lunch A 11:38 - 12:08 (30min)	Class A 12:12 - 12:58 (46min)
Class C 11:38 - 12:24 (46min)	Lunch C 12:28 - 12:58 (30min)

Block Lunch Schedule	
Lunch A 11:22 - 11:52 (30 min)	Class A 11:56 - 1:20 (84 min)
Class C 11:22 - 12:46 (84 min)	Lunch C 12:50 - 1:20 (30 min)

Yearly Block Calendar

August Aug 24/25-New Teacher Workshop Aug. 29/30/31-Teacher Workshop Aug. 31-Back to School Open House September Sept. 5-Labor Day No School Sept. 6-First Day of School	August <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			September <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	M	T	W	TH	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
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October Oct. 5-Early Dismissal Oct. 20/21-MEA No School *Oct. 24-Conferences 5-8pm (Drop In) November Nov. 2-Early Dismissal ^Nov. 4-MidSemester *Nov. 14-Conferences 5-8pm (Targeted) Nov. 25/26-Thanksgiving Break	October <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></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><tr><td>31</td><td></td><td></td><td></td><td></td></tr></table>	M	T	W	TH	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24*	25	26	27	28	31					November <table><tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4^</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>14*</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	M	T	W	TH	F		1	2	3	4^	7	8	9	10	11	14*	15	16	17	18	21	22	23	24	25	28	29	30		
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8 Period Day Weeks = 3 Day Weeks, Early Outs, Last Week of School

Snow Day/E-Learning Day Plan

The District uses E-Learning Days in the event of weather related school cancellations. The logistics of these days are outlined below:

- **Teachers will have learning activities posted by 8:30am on the morning of an E-Learning / Weather Day.**
- **Your student will know how to log into their courses as they regularly use the platforms listed below in most classes at DLHS. The most commonly used methods for posting assignments are:**
 - ◆ Schoology
 - ◆ Google Classroom
 - ◆ Email
- **Attendance is taken on these days.**
 - ◆ Please encourage your students to check their email immediately at 8:30am and log into their classes for attendance!
 - ◆ If you cannot log in for some reason please email your teachers and leave a message on the main office attendance line: 847-4491.
- **Teachers will be available during the instructional day to answer questions.**
 - ◆ Available does not mean the teacher will be on video live all day.
 - ◆ Available means they can be reached via email or might host a virtual meeting students can join.
- **E-Learning is NOT Distance Learning.**
 - ◆ If your student does not have access to materials or the internet, they will be allowed to make up any required work once we are back in the classroom.
 - ◆ Most teachers choose to post a learning activity related to where they are at in the curriculum on an E-Learning day.
 - ◆ Remember most classes will not be “live” on the internet on an E-Learning day. Some teachers may choose to do a Google Meets or Zoom to answer questions or get students started, but this is not a requirement!
- **Be sure to stay sky aware!**
 - ◆ If weather could be an issue, be sure to listen for important updates from your teachers about what they will be posting on the E-Learning day.

DLHS MISSION

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

Laker PRIDE

	Purpose our intention, what drives us	Deliver educational excellence.
	Relationships the ways we connect and behave toward each other	Care and communicate positively and respectfully within and across our schools and community. • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities	Embrace creativity and critical thinking. • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	Foster the academic, social, emotional, and cultural needs of all learners. • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	Equity the quality of being fair (not equal) and impartial	Ensure that our values, policies, and practices are equitable for our students, staff, and community. • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

ACADEMIC INTERVENTION TIME

Academic Intervention Time is a period that is available for students on Block Days (most Wednesdays and Thursdays) from 2:52-3:30 for academic support. Students are assigned to academic intervention time by instructors for help with academics, reassessments, to complete relearning, or to make up missing items. Attendance during this 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 with Mr. Nodsle.

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!

**Academic Intervention Time typically starts during the 3rd week of school as we utilize the first few weeks for advisory time.

ATTENDANCE

DLHS ATTENDANCE PHILOSOPHY

“Every Student, Every Day”

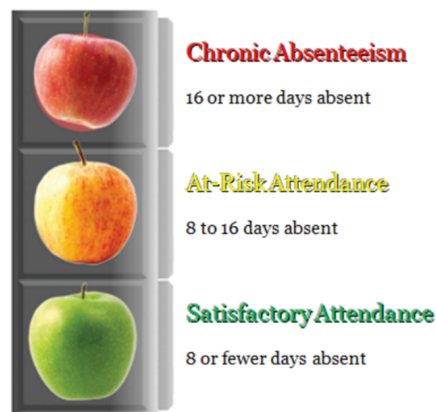
A student's academic success is directly related to regular, daily attendance. Students who attend school every day receive opportunities for important contact with their teachers, a safe and stable environment, and establish a record of responsibility and dependability for themselves.

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 seven and 17 are responsible for ensuring their child receives instruction with the primary purpose of that instruction being that the child acquires the knowledge and skills essential for effective citizenship.

The Detroit Lakes 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.

When Do Absences Become a Problem?



Truancy Vs. Chronic Absence

TRUANCY

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

Vs.

CHRONIC ABSENCE

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

OTHER REMINDERS ABOUT ATTENDANCE:

- Student academic achievement is the primary purpose of DLHS. To achieve at a high level regular attendance is critical.
- To ensure student safety and accountability, families need to know if their children are absent from school.

PRIVILEGES

At DLHS students earn privileges for being in Good Standing. Students are in Good Standing when they have good attendance, no office discipline referrals, are passing all of their classes. When students are in “Good Standing” they are afforded certain privileges:

- Laker Pride Preferred Parking
 - Students in Good Standing are eligible for parking privileges in the front row of the parking lot.
- Open Hour
 - 11th and 12th grade students who are on track for graduation may apply for an open hour instead of a study hall. Requirements for Open Hour: parent permission, passing grades in all classes, etc.
 - For Semester 1: 11th graders must have earned 26 credits; 12th graders must have earned 39 credits.
 - For Semester 2: 11th graders must have earned 32 credits; 12th graders must have earned 45 credits.

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.

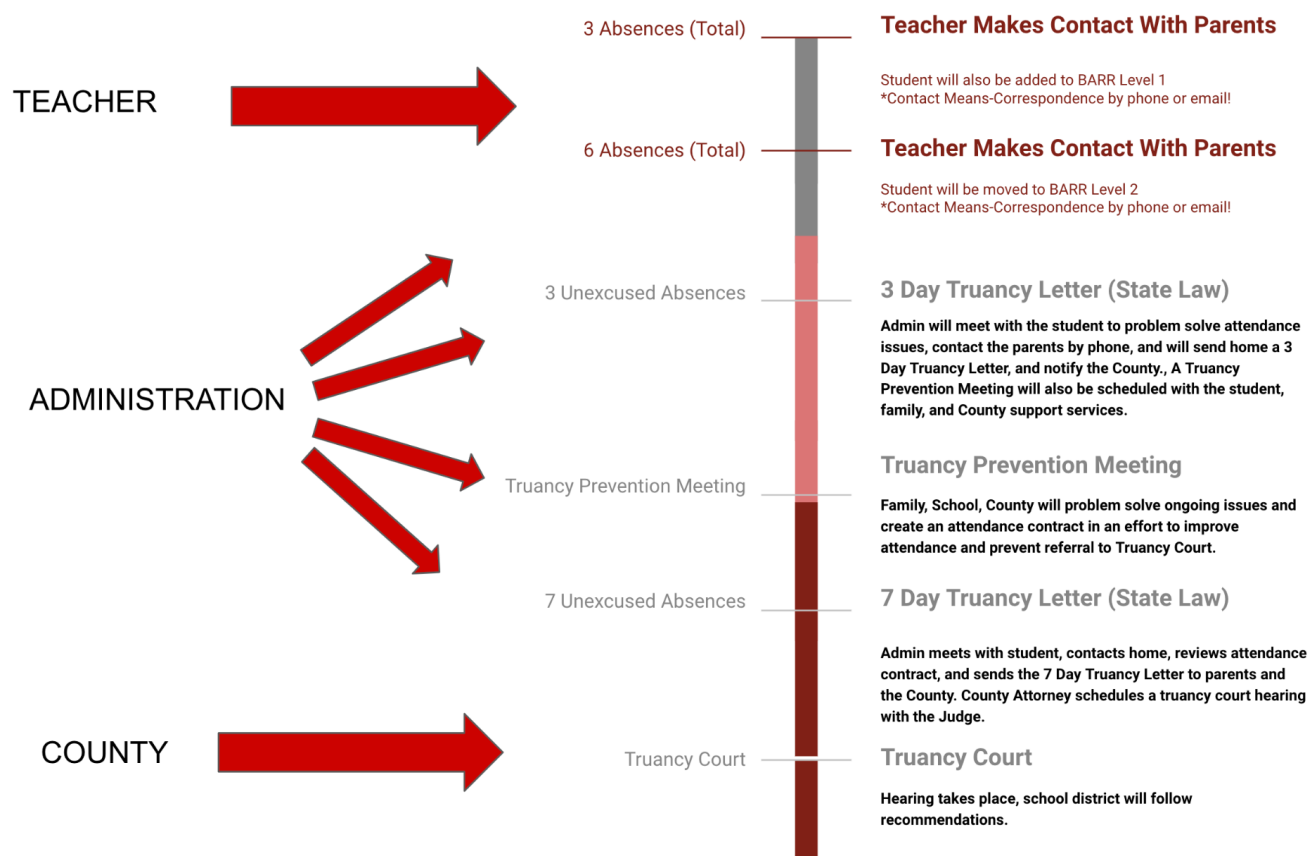
DLHS follows state law concerning the procedure for addressing student absences (MN Statute 260A.01 - 260A.07)

- 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 problem solve issues causing poor attendance and create an attendance contract that prevents further absence from school.
- Upon the 7th accumulated Non-Exempt absence, the school will notify the student and parents via phone/letter. A meeting with the School Attendance Review Board will be required.
 - On the seventh unexcused absence the Becker County Social Services and the Becker County Attorney will be notified, requesting a petition of truancy be filed for those students required to be in school by the laws of the State of Minnesota.

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

DLHS ATTENDANCE INTERVENTION PROCEDURES

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



DROP/FAIL FOR ATTENDANCE REASONS

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

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

ABSENCE CLASSIFICATIONS

Exempt Absences	Non-Exempt Absences
● Absences approved by the state of Minnesota (120A.22): ○ child illness verified by medical provider school nurse in writing ○ medical, dental, orthodontic, or counseling appointments verified by the medical provider in writing; ○ family emergencies (such as a house fire, critical injury to parent/guardian) ○ the death or serious illness or funeral of an immediate family member ○ active duty in any military branch of the United States ○ The child has a condition that requires ongoing treatment for a mental health diagnosis ○ Religious observations approved by parents (must notify DLHS in writing beforehand) ● Absences approved by school administration: ○ Child illness not verified by medical provider or school nurse (Medical verification required after the eighth cumulative non-medically verified absence due to illness) ○ School supported extra/co-curricular activities ○ School suspensions ○ 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	● Medical appointments not verified by medical provider ● College visits (beyond the first two per year) ● Driver's training instruction ● Emergency family matters not excused by the State of Minnesota ● Family trips (beyond the first five days per year) ● Others as determined by administration ● Leaving campus without following proper check-out procedures in the office ● Unverified absences ● Personal appointments or activities ● Babysitting ● Transportation problems (any after 1 exempt) ● Oversleeping, Running Late, studying, volunteering, etc ● Skipping their assigned class period for any other reason ● Others as determined by administration

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

ABSENCE REPORTING PROCEDURES

- Parents are to contact the school prior to, or the day of, all planned absences and provide a reason for the student's absence.
- Absences which are not reported to the school with the required documentation when the student returns to school will be considered Non-Exempt.
 - 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.
 - Appointments should be scheduled during a student's study hall, lunch, or after school.
- The school district may require a signed note from a medical professional for absences due to illness or medical reasons, especially when those absences become excessive.
- A student who is absent due to participation in a school-sponsored activity does not need to be excused by a note or phone call from a parent.
- Students who are 18 years old and are independent as defined by section 152 of the Internal Revenue Code and who have provided documentation of independence may excuse their own absences, but are required to abide by all 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 attendance secretary in the office to check-in and check- out.

PARTICIPATION IN ACTIVITIES

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

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

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

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

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

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

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

STUDENT SUPPORT RESOURCES

COUNSELORS

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

Counseling Staff (218)847-4491		
Doreen Richter (A-G) drichter@detlakes.k12.mn.us	Sara Pender (H-N) spender@detlakes.k12.mn.us	Nathan Ochsner (O-Z) nochsner@detlakes.k12.mn.us

STUDENT SUPPORT SERVICES

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

Student Support Services	
Melanie Holmquist Native American College and Career Facilitator mholmquist@detlakes.k12.mn.us	Steve Moser Chemical Health Coordinator smoser@detlakes.k12.mn.us

ACADEMICS

ACADEMIC INTEGRITY (CHEATING / PLAGIARISM)

Having academic integrity means:

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

You are *acting* with academic integrity when you:

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

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

WHAT DOES CHEATING LOOK LIKE?

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

WHAT ARE YOUR RESPONSIBILITIES?

- Read and know the *DLHS Academic Integrity Policy* AND observe all rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework. Do not use study aids (ie. Sparknotes).
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; make sure it is pre-approved by the teacher.
- If working with other students is not approved, the assignment must be completed on your own.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests/quizzes:
 - o Keep your paper covered and your eyes on you own paper.
 - o Clarify if notes, calculators, etc. can be used on the test.
 - o Do not talk during a test except to the teacher.
 - o Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

WHAT ARE THE CONSEQUENCES?

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

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

POLICY 621: GRADING AND REPORTING OF PUPIL ACHIEVEMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

GRADING PARAMETERS

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

B. Additional purposes for grading include:

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

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

GRADING OF COURSES

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

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

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

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

LETTER GRADE DESCRIPTIONS

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

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

For concurrent enrollment and Advanced Placement courses:

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

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

REASSESSMENTS

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

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

DEADLINES

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

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

WEIGHTED GRADES

Weighted grades, or honors credit, are awarded only to students taking class at the high school for college credit (Advanced Placement (AP) and Concurrent Enrollment). PSEO and other courses not part of Detroit Lakes High School’s curriculum will not be awarded weighted grades. In addition, when students transfer to DLHS from schools that also offer AP and concurrent enrollment courses, we only grant weighted credit for those AP courses completed that are available to all DLHS students.

In AP and Concurrent Enrollment courses, a grade of “A”, “B” or “C” earns a student one additional grade point than the same grade in a “regular” course. For example, an “A” in a regular course earns the student 4 grade points. In an AP course, the student earns 5 grade points for an “A”.

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.**

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.**
- There is no deadline to withdraw from a course.
- Students who withdraw from a course before the end of the semester will be placed in a study hall.

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.

**Please note that these requirements are increasing over time due to the phase in of our academy model and the implementation of an 8 period day. For example, this year’s seniors (Class of 2023) will have had 4 years of an 8 period schedule (64 possible slots to earn credits). They are required to earn 52 credits out of these 64 slots to be eligible to graduate. The requirements adjust accordingly for each grade level until the class of 2024, at which time all students will have had 4 years of both the 8 period schedule and the full academy experience.*

Graduation Requirements	Class of 2023	Class of 2024 & beyond
English	8	8
Health	1	1
Mathematics	6	6
Physical Education	3	3
Science	6	6
Social Studies	7	7
Fine Arts	2	2
Financial Literacy *Local Requirement	1	1
Total required MDE+Local credits	34	34
Pathway Electives (2 per year)	8	8
General Elective Credits	10	12
Total credits required to graduate	52	54
Total possible credits	64	64

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 a Lamp of Learning Pin. The Lamp of Learning has long been used in schools as a symbol of academic achievement. 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 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 4:00 on the last day of school for students. 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 and selected by the students in the graduating class. The Senior class participates in several senior meetings throughout the year to decide on speakers and other important things.

GRADUATION - EARLY

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

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

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

1. You cannot accept your diploma until spring graduation exercises.
2. You must be properly enrolled and attending school regularly.
3. You must be carrying a minimum of six credits 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 <https://meetings.boardbook.org/Public/Organization/2364>.

STUDENT ACTIVITIES

FALL	WINTER	SPRING	FULL YEAR
Boys Soccer - 8AA (Justin Wegleitner)	Boys Basketball - 8AAA (Brett Maass)	Adaptive Bowling - 1A (TBD)	Business Prof of America (Braeden Hogie)
Boys Cross Country - 8AA (Bill Kvebak)	Boys Hockey - 8A (Ben Noah)	Band Contest - 8AA (Tim Siewert)	DeLakonian (Yearbook) (Amy Knopf)
Girls Cross Country - 8AA (Ryan Zunich)	Boys Swimming - 5A (Will Blasczyk)	Boys Baseball - 8AAA (Terry Eiter)	Interact (Nathan Ochsner)
Fall Musical (Nathan Thelen)	Boys Wrestling - 8AA (Taylor Nien)	Boys Golf - 8AAA (Vern Schnathorst)	Jazz Band - 8AA (Tim Siewert)
Football - 8AAAA (Reed Hefta)	Cross Country Skiing - 8A (Dan Josephson)	Boys Tennis - 8AA (Zach Biggar)	Key Club (Amy Lakin)
Girls Tennis - 8AA (Greg Unruh)	Dance Team - 4AA (Britton Ramsey)	Boys Track - 8AA (Dylan Surface)	Laker Singers - 8AA (Nathan Thelen)
Girls Soccer - 8AA (Ben Astuen)	Girls Basketball - 8AAA (Rachel Johnson)	Choir Contest - 8AA (Nathan Thelen)	Knowledge Bowl (Wendy Fritz)
Girls Swimming - 8A (David Voller)	Girls Gymnastics - 8A (Leeza Lindegaard)	Girls Golf - 8AAA (Dustin Martin)	Math Contest (Lisa Conzemius)
Girls Volleyball - 8AAA (Lynnsey Machakaire)	Girls Hockey - 8A (Scott Piepkorn)	Girls Softball - 8AAA (TBD)	Honor Society (Jennifer Burnside)
Cheerleading - 1A (Carly Manjorin)	Madrigal Dinner (Nathan Thelen)	Girls Track - 8AA (Maggy Doll)	Native American Student Council (Melanie Holmquist)
	One-Act Play (Nikki Caulfield)	Prom Committee (Samantha Link)	Pep Band (Tim Siewert)
	Speech - 8AA (Jennifer Burnside)	Spring Play - 8AA (Mark Everson)	Philanthropy and Youth (Sara Pender)
		Trap Shooting - 1A (Perry Nodsle)	QWERTY Robotics - 1A (Logan Stewart)
			Student Council (Mary Haus)
			Target (Steve Moser)

USER FEE SCHEDULE FOR ACTIVITIES

Grades 10-12\$120.00 for each activity

Grade 9..... \$80.00 for each activity

Grades 7-8 \$60.00 for each activity

Maximum per family \$450.00 per year

Free/Reduced Lunch.....\$20.00 for each activity

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

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

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

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

ACTIVITY SEASON PASS

\$40 Adults

\$5 Students

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

HOW CAN STUDENTS REGISTER FOR ACTIVITIES?

All registration can be found at www.dllakers.com by or by clicking on this link: <https://dlschools-ar.rschooltoday.com/>

If you have questions or problems with registration please contact Abby Pettit at apettit@detlakes.k12.mn.us

ELIGIBILITY AND SCHOOL ACTIVITIES POLICY

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

The entire policy is available upon request from any school office, the district administration office, or on the school website located at www.dlschools.net.

BEHAVIOR & DISCIPLINE

POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

I. PURPOSE

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

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- L. To conduct themselves in an appropriate physical or verbal manner; and
- M. To recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

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

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

DISCIPLINARY ACTION OPTIONS

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

the student's misconduct, as determined by the school district.

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

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 or prevent bodily harm or death to another. (Minn. Stat. § 121A.582 Student discipline; reasonable force)

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.

A complete copy of Policy 506 is available at any school, the district administration center, or the school website located at www.dlschools.net

POLICY 413: HARASSMENT AND VIOLENCE POLICY

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

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

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

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, 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 will take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

A complete copy of Policy 413 is available at any school, the district administration center, or the school website located at www.dlschools.net.

POLICY 417: CHEMICAL USE/ABUSE POLICY/PROCEDURES

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

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

A complete copy of Policy 417 is available at any school, the district administration center, or the school website located at www.dlschools.net.

ALCOHOL SCREENING FOR AFTER SCHOOL EVENTS

Detroit Lakes 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.

POLICY 526: HAZING POLICY

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.

A complete copy of Policy 526 is available at any school, the district administration center, or the school website located at www.dlschools.net

POLICY 514: BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action. The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is 514-3 objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting,

alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

V. SCHOOL DISTRICT ACTION

- A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

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

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

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

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

POLICY REVIEW

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

DRESS CODE

At Detroit Lakes High School we believe students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. We expect Lakers to be recognized for their academic excellence and personal qualities such as character, leadership, and respect. Dress and appearance should promote respect, responsibility, and safety. As a general rule, students should dress at least as professionally as employees at businesses. Students are taught directly through our academy model, what employees in the healthcare, food service, financial, or manufacturing industries are expected to wear.

The purpose of the DLHS dress code is:

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

Acceptable clothing will follow these general guidelines:

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

Unacceptable clothing:

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

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

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

Specific Clothing Guidelines:

1. Clothing must cover all undergarments at all times.
2. Students must wear some type of footwear at all times.
3. No sunglasses allowed.
4. Students will store their coats and jackets in their lockers during the school day unless given permission by an administrator or teacher.
5. No immodest clothing allowed.
 - a. Students' tops must have straps of at least 2 inches in width (a person's middle three fingers are approximately 2 inches wide)
 - i. Students shall not wear spaghetti strap tops, tube tops, halter tops, backless garments, "muscle" tops, strapless garments, see-through garments, etc., excessively tight clothing, or clothing that exposes the midriff or cleavage.
 - b. Students' shorts, skirts, and dresses will reach at least to their mid-thigh in length (when standing straight, a person's fingers will usually reach their mid-thigh)
 - i. Students are encouraged to wear leggings or tights under shorts, skirts, and dresses that may be in violation of the length requirement. Leggings shall not be "fishnet" or "sheer."
 - ii. Students wearing clothing with large holes above the length requirement must provide coverage beneath so skin is not visible.
6. Clothing shall not:
 - a. Wear any apparel or footwear that could damage school property.
 - b. Promote products or activities that are illegal for minors.
 - c. Evidence gang membership or affiliation
 - d. Bear a message that is lewd, vulgar, or obscene.
 - e. Contain objectionable symbols, signs, words, objects, or pictures.
 - f. Communicate a message that is racist, sexist, or otherwise derogatory.
 - g. 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.

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 - has a list of linked information on how to report things on different programs.

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

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

PURPOSE:

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

GENERAL STATEMENT OF POLICY:

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

DEFINITIONS:

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS:

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

STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS:

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

PATROLS, INSPECTIONS AND SEARCHES:

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

B. Patrols and Inspections

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

C. Search of Interior of Student Motor Vehicle

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

- D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

E. Seizure of Contraband

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

F. Dissemination of Policy

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

DIRECTIVES AND GUIDELINES:

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

shall be attached as an addendum to this policy.

VIOLATIONS:

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

HEALTH, SECURITY, AND SAFETY

YOU FEEL SICK OR INJURE YOURSELF DURING SCHOOL?

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

STUDENT I.D.S

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

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 will not be tolerated and 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.

STUDENT CONDUCT AND “LAKERS” PRIDE

We expect our students to be **L**eaders, have a good **A**ttitude, be **K**ind, strive for **E**xcellence, be **R**esponsible, and be **S**afe.

BUS TRANSPORTATION AND SAFETY

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

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

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

The following points are emphasized:

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

GENERAL INFORMATION

AREA LEARNING CENTER

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

BACKPACKS

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

CHILD ABUSE/NEGLECT POLICY/PROCEDURES

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

For further interpretation or assistance contact the District Social Worker.

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

DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

A complete copy of Policy 505 is available at any school, the district administration center, or the school website located at www.dlschools.net.

FEES

School Board Policy #542 - CLASSROOM SUPPLIES AND MATERIALS FEE

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

FOOD AND BEVERAGES IN SCHOOL

Students are permitted to 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.

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.

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

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

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

MATERIALS ISSUED TO STUDENTS

Students are responsible for all materials and 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)

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



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

Failure to comply with requests to turn over a confiscated item will result in increased disciplinary consequences.

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 HOUR AND OFF-CAMPUS PRIVILEGES

OPEN HOUR PRIVILEGE

Juniors and Seniors are eligible for an Open Hour during the regular school day (8:15-3:30) under the following provisions:

- **Juniors must have at least 24 credits, Seniors must have at least 36 credits.**
- **The student must be on track to graduate.**
- **Students must not owe any detention and their attendance and conduct must be exemplary.**

Juniors and seniors that meet these criteria must submit an Open Hour Permission Form to the Counseling Center before open hour privileges will be granted. If the Open Hour provisions are not satisfied, the student will be placed in a Study Hall during any period in which the student is not scheduled for a credit-bearing class.

Students may lose their open hour privilege at any time as determined by the counselors or administration. Complete information on Open Hour privileges is available in the Counseling Office.

OFF CAMPUS PRIVILEGE:

Only students who are juniors or seniors and have accumulated at least 24 credits are allowed to leave campus during lunch. Students with fewer than 24 credits must remain on campus until they have acquired their 24th credit. Juniors and Seniors with off-campus privileges must have their student ID or a legitimate pass in their planner and should carry this ID with them at all times in order to leave the building.

NOTE: Off-campus privileges may be revoked by building principals for behavioral, attendance, or academic problems or concerns.

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 free 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 in visitor spaces, handicapped spaces, or Laker Pride Parking spaces without a permit
- Parking anywhere except the southwest student parking lot
- Parking in a way which occupies more than a single parking space
Consequences for violating the parking expectations may include:
 - assigned detention time, or
 - fined for illegal parking or not having a parking permit (minimum \$5), or
 - denied the privilege of parking in school's student parking lot, or
 - towed at the owner/operator's expense without notification. Damage that may be incurred as a result of towing shall be the sole responsibility of the owner/operator, or other consequences at administration discretion.

A complete copy of Policy #527 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

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. 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>

POSTERS

1. Posters or signs shall not be placed in the building without permission from a building administrator. The administrator will initial all approved posters.
2. Approved and initialed posters may be placed in the following designated areas:
 - On designated bulletin boards in the halls;
 - In the commons area;
 - In individual rooms and in the display cases if the student has permission from the teacher.
3. Posters shall be neat in appearance and appropriate in subject matter, grammar, spelling, etc.
4. Posters allowed to be displayed in Detroit Lakes 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.

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 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.

RECORDS

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

A student or their parents may:

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

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

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

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

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

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

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

RELEASE OF DIRECTORY INFORMATION

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

Directory information includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data that references religion, race, color, social position or nationality.

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

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

A complete copy of Policy 515 is available at any school, the district administration center, or the school website located at www.dlschools.net

SCHOOL-TO-WORK (STW)

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

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

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

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

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

SECTION 504

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

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

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

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

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

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

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

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

SEMESTER ASSESSMENTS ("FINALS")

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

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

POLICY 520: STUDENT SURVEYS PURPOSE

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

STUDENT SURVEYS IN GENERAL

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

A complete copy of Policy 520 is available at any school, the district administration center, or the school website located at www.dlschools.net.

STUDY HALLS

All students must carry a minimum of 7 classes per day. Students wishing to take an 8th class may do so if space is available. All students carrying only 7 classes must attend a supervised study hall each day in addition to their 7 classes.

Students wishing to work in the library or other areas during their study hall period must obtain a hall pass from the

instructor of that area prior to attending. Students without passes will not be permitted to leave their classroom.

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.

TESTING

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

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

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

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

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

TITLE IX POLICY

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

TOBACCO

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

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

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?

- 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?

- 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?

- Acquire an appointment card from the clinic and turn it into the office.
- Take a picture of the appointment card and email it to: emccann@detlakes.k12.mn.us or mnodesle@detlakes.k12.mn.us.

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:
 - Upon the third tardy, teachers may fill out a discipline referral for excessive tardiness.
- Tardies in excess of 10 minutes will be considered unexcused absences and the student may be directed to report to the ISS room for the remainder of the period.

HOW CAN I AVOID NON-EXEMPT ABSENCES?

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

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

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

WHAT IF I WILL BE ABSENT DURING THE SCHOOL DAY?

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

sign out in the Main Office. Failure to follow proper sign-out procedures will result in a Non-Exempt absence.

HOW DO I SEE A SCHOOL COUNSELOR?

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

WHAT SHOULD I DO IF MY STUDENT INFORMATION CHANGES?

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

WHAT IF I AM WITHDRAWING FROM SCHOOL?

- Check with the Counseling Center.

WHAT SHOULD I DO IF I LOST OR FOUND SOMETHING?

- Report it to the Main Office.

WHAT IF SOMETHING IS STOLEN?

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

HOW DO I PARTICIPATE IN A SPORT OR ACTIVITY?

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

WHAT IF I AM SICK AND NEED ASSIGNMENTS?

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

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

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

WHAT IF I HAVE A LOCKER PROBLEM?

- Report the problem to the Main Office.

CAN I LEAVE CAMPUS DURING LUNCH?

- Sophomores, Juniors and Seniors can leave campus during lunch and must meeting the following conditions:
 - o 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.

To reach our office staff, please call 218-847-4418 and then dial the following extensions:

Fran Rethwisch, Program Coordinator, x 6116
frethwisch@detlakes.k12.mn.us

Carrie Cornwell, Program Secretary x 6102
ccornwell@detlakes.k12.mn.us

The easiest way to reach your child's teacher is via email, please find their emails below:

Dawnelle DeSautel x 6113	ddesautel@detlakes.k12.mn.us
Melissa Greene, x 6110	mgreene@detlakes.k12.mn.us
Jennifer Heimark, x 6141	jheimark@detlakes.k12.mn.us
Jennifer Savig, x 6109	jsavig@detlakes.k12.mn.us
Anna Wilson, x 6109	awilson@detlakes.k12.mn.us



Stay Connected! Like **Detroit Lakes Community Education** on Facebook [facebook.com/DLCommunityEducationEarlyChildhood](https://www.facebook.com/DLCommunityEducationEarlyChildhood) or visit our website

www.DLCommunityEd.com



August 2022



Detroit Lakes
ECFE/School Readiness
Preschool Classes
PARENT HANDBOOK
2022-2023



Lincoln Education Center
204 Willow Street E
Detroit Lakes, MN 56501

Ph: (218) 847-4418 x 6116 Fax: (218) 847-9794

www.DLCommunityEd.com

[facebook.com/DLCommunityEducationEarlyChildhood](https://www.facebook.com/DLCommunityEducationEarlyChildhood)

Welcome to School Readiness!

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

Arrival

For your child's safety, bring your child up to the top of the ramp (playground door), and ensure staff know your child has arrived and they will escort your child into the building. **Children may not enter the building alone.** Parking is provided north of the playground. Please do not drive up the ramp when dropping off or picking up your child. For children using public transportation, we will have one of our staff accompany children from transportation at starting time and again at the end of your child's class.

Dismissal

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

What to Bring

Please provide the necessary items for your child's day, including: a **Backpack or cloth bag (Please label backpacks inside and all outdoor clothing inside with child's name or initials.)** with:

- Large **zip lock baggie with extra set of clothing:** shirt, pants, underwear, socks in case of accidents
- Appropriate **shoes** for playing in the gym & on playground, (shoes must be worn at all times in school, boots get hot in the winter)
- Appropriate **outdoor clothing.** (ie: winter clothing: snow pants, boots, hats, mittens or extra sweatshirt for cool days) Label inside with child's name.
- A water bottle that stays at school and can go through the dishwasher.
- If your child is still **toilet learning**, you will be asked to provide an ample supply of diapers or pullups and wipes and continue to provide as supplies begin to run low. Please mark the container of wipes with your child's first name and last initial. We will also need a signed permission form to use the wipes or ointments and a plan for toilet learning.

August 2022

Closed Days

Extended care and school will *be closed* on the following days:

- MEA Oct 20 & 21
- Thanksgiving Day & Friday After: November 24 & 25
- Christmas Holiday: December 22—New Years January 2
- In-service: January 3
- Martin Luther King Day: January 16
- Presidents day/ In-service day: Feb 20 & 21
- No School: March 13 & 14
- Good Friday: Friday, April 7 & 10

Last day of school Readiness and Extended Care

- Friday, May 19



School Readiness TUITION PAYMENT POLICY

- Payments are due monthly. You will receive an electronic billing.
- Families are expected to provide a minimum of a two week notice if leaving the program.

DLPS E-Learning Days

Our district calendar includes E-Learning Days rather than snow make-up days. E-Learning Days are intended to provide access to learning on days when there are school cancellations due to inclement weather. E-Learning Days eliminate the need for "snow make-up" days.

Extended Care Program

Extended care will be held at the Lincoln Education Center on Monday through Friday 3:30-5:15 pm starting the first day of programming and ending with the last day of programming. If your child is eligible for Kindergarten in the fall of 2023, school age child care is an option for the summer months. We will have a sign-in sheet for you to sign your child out each day at pick up.

Extended Care Program Fees

Fees for extended care are a flat rate. We reserve the right to decline service due to unpaid Extended Care bills. We do accept Child Care Assistance. To apply, please visit MAHUBE.ORG.

In-Service and Vacation Days

Extended care is not open during vacation and in-service days. Those weeks your costs will be prorated. **On early dismissal days, School Readiness and Extended Care will NOT operate regular hours on Oct. 5, Nov 2, Feb 1, & Mar 1.**

Emergency Closing or Early Dismissal

If Detroit Lakes Schools have early dismissal due to inclement weather, staff will be here until all children have been picked up, but we ask that you pick up your child as soon as possible to keep everyone safe on the roads. If school is closed due to inclement weather, extended care is closed also. Detroit Lakes Extended Care Program reserves the right to cancel care on any day because of bad weather. Parents will be notified and will be expected to promptly pick up their children.



August 2022

- **Full Day enrolled:** nap/rest time blanket or snuggly that can be left at school during the week. Label with child's initials.

Supply Fee

The registration fee is also the supply fee and covers the cost of materials. No need to send school supplies.

Toileting and Restroom Use

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

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

Parent/Child Interaction Days

*We recognize parents as the first and most important teacher. There are designated activities during the year for you to attend school with your child to practice new skills and learn more about what is happening in the classroom. You will have options to attend during your child's class or an evening session. Please watch your calendars from teachers and the ECFE/School Readiness Catalog.

Nap and rest (Full Day)

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

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

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

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

*Children will be supervised at all times.

Transportation

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

*Children are expected to be **picked up within 5 minutes** of scheduled end of class.

Snacks and/or Meals

*Please make sure any food allergies your child has are listed on the enrollment information form and health status form.

1. Morning only classes will have breakfast. Full day classes will have breakfast, lunch and snack. Afternoon only classes will have snack.
2. Water will be provided throughout the day and with snacks.
3. Meals and snacks are offered at no additional costs to families.

Menus

Menus are posted in classrooms and also available on the district website.

Weather Related Closings and Announcements

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

NOTE: If public school & busses are running late, the morning classes are cancelled. If it is announced prior to classes starting at 12:15, that school will be let out early, the afternoon classes will be cancelled. Full day classes, and afternoon classes will start late and still run on late start days.

Skyward Family Account: Text the word SUBSCRIBE to 68453 to receive text message alerts in addition to telephone and email alerts for weather-related school closings or other important school announcements.

Calendar/School Days

Please check your child's backpack and teacher messaging for notes daily. Class information and newsletters provide important information, scheduled class days and important events. **For closed day list see page 11.**

Attendance

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

If your child will be absent for any reason, please contact their teacher let them know the reason for being absent.

We understand that unexpected things come up, staff are here to support you, and help find resources to support attendance.

Child Illness

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

Behavior Guidance

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

Prohibited Actions

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

1. Subjecting a child to corporal punishment is prohibited..
Corporal punishment includes, but is not limited to:
*Rough Handling *Shoving *Biting *Kicking
*Pulling Hair *Ear Pulling *Hitting *Pinching
*Shaking *Slapping *Spanking
2. Subjecting a child to emotional abuse is prohibited. Emotional abuse includes, but is not limited to:
*Name calling *Ostracism *Frighten the child
*Shaming *Humiliate the child
*Using threatening language
*Making derogatory remarks about the child or the child's family
3. No child will be separated from the group unless less intrusive methods of guiding the child's behavior, (a) have been tried and were found to be ineffective, and (b) the child's behavior threatens the well-being of the child or other children in the center.
4. No child will be punished for lapses in toilet habits.
Food, light, warmth, clothing, or medical care will never be withheld as punishment for unacceptable behavior.

ACTIVE SUPERVISION AT ALL TIMES, the safety and well-being of children and staff is of primary importance. No child will be left alone or unsupervised while attending.

CHILD ABUSE and NEGLECT POLICY

Staff or contractor who suspects child abuse/neglect is required to report it according to the Minnesota law. This law requires that all people who work with children report suspected physical abuse, sexual abuse or neglect of children by their parent, caretaker or guardian, to the local police or Human Services Department.

In the **ART AREA**, the child:

- develops eye-hand coordination and small muscle control
- tries to use proper pencil or crayon grip consistently
- experiments with form, line, shape and spatial relationships
- uses creativity to plan, design, and implement an idea
- **materials may include:** paint, markers, crayons, play dough, glue, scissors, collage items, and paper

In the **PLAYGROUND/GYM/LARGE MOTOR AREA**, the child:

- develops muscular strength and coordination
- experiments with motor activities
- strengthens agility and balance
- uses energy constructively and imaginatively
- **equipment may include:** balls, parachute, tricycles, swings, climbing structures, wagons, and shovels and buckets in the sandbox

In the **TOY AREA**, the child:

- develops eye-hand coordination and small muscle control
- practices skills and counting, sorting, stringing, and building, putting together and taking apart, and pretending
- solves problems independently or with peers
- **materials may include:** stringing beads, puzzles, simple board games, shape sorters, pegs, dominos, and nesting cups

In the **SAND and WATER AREA**, the child:

- explores spatial concepts such as filling and dumping
- practices scooping, stirring, sifting, molding, splashing, digging, emptying, and filling
- investigates the properties of materials
- develops confidence and self-help skills
- **materials may include:** sand, water, scoops, buckets, water wheels, sifters, items to sink, float and burry, and a variety of containers

In the **READING AND WRITING AREA**, the child:

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

*Communicable disease (ex: influenza, chicken pox, pinkeye, hand foot mouth, etc.)

*Head Lice/Nits

*Skin infection or rash

*Diarrhea

*Earache

*Sore Throat

*Fever 100 or higher

*Suspected Pinkeye

*Persistent Cough

*Upset stomach

*Vomiting

*Thick Nasal Discharge

*Severe headache

*Swollen Glands

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

COVID: See district policy at dlschools.net.

Privacy Rights

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

Goal

Detroit Lakes ECFE/School Readiness program supports the mental, social, and emotional development of children. Services are responsive to each child and family's ethnic, cultural, and linguistic heritage. ECFE/School Readiness encourages the role of parents as their child's first and most important teachers. Our programs builds relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.

Lesson Plans

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

Conferences

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

Curriculum and Assessment

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

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

High Scope at Home

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

High Scope Daily Routine

Greeting Time and Message Board

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

Large Group

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

Small Group

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

Plan-Do-Review

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

Eating

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

Outside/Large Motor

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

PLAN-DO-REVIEW—High Scope Areas

In the BLOCK AREA, the child:

- Develops large and small muscle control
- Improves eye-hand coordination
- Explores spatial relationships and compare sizes and shapes
- Plans and solve problems while working with other children
- **materials may include:** wooden or cardboard blocks, vehicles, signs, animals, legos/duplos, and magnetic blocks

In the HOUSE AREA, the child:

- makes decisions
- imitates the people here she knows
- develops social skills
- increases understanding of the world
- uses and practices expressive language
- **materials may include:** dress up clothes, kitchen props, dolls and accessories, and prop boxes based on community occupation (such as doctor’s office or restaurant)

Coaching Handbook

Updated 8/9/2022



MISSION: Prepare student/athletes to compete with excellence in life, academics and sport.

- I. **Activity Philosophy:** Why do we play? We play to develop students into people with sound moral character that will prepare them for a life that recognizes the humanity of others, that is rich with empathy and compassion and develops in them the moral courage to stand up for what is right. When we only focus on physical skills and accomplishments we don't give students the skills that will help them over the course of their lifetime, skills that will make the world a better place. We give them very little that has any real inherent value. For coaches to be transformational coaches, with a growth mindset that centers on developing the student's human potential, there must be an understanding of the purpose of education-based athletics and clearly defined expectations. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program.

II. **Objectives of Activities**

Detroit Lakes Activities firmly believe the objectives of all our programs are:

- A. Have fun.
- B. Create young men/women of high character.
- C. Instill moral courage.
- D. Understand the importance of community service.
- E. Develop a sense of empathy.
- F. Create an understanding of the rules essential to participate and to be a spectator.
- G. Enhance the ability for individuals to think independently and as a member of a group.
- H. Improved motor skills.
- I. Better health and physical fitness.
- J. The desire to succeed and excel.
- K. Encourage self-discipline and emotional maturity.

III. **Coaching duties, expectations and responsibilities**

Head coaches are to be responsible for the functioning of the entire program. He/she shall meet with the coaches on all levels of the program so they understand the philosophy in developing the activity to its full potential. It is expected that the head coach will coach the entire program not just the varsity team.

- A. **Certification** ... All head coaches must meet the head coach requirement set forth by the MSHSL. Assistant coaches, including all volunteer and external pay coaches, must be a district employee or have a background check completed by the school district prior to coaching. All assistant coaches are to be supervised and are the responsibility of the head coach. All coaches are expected to meet the MSHSL certification requirements in a timely manner.
- B. **Meetings** ... Coaches are expected to be present at all coaches meetings. There will be a full coaching staff meeting at the beginning of each school year and seasonal head coaches meetings at the beginning of each season. Special meetings may be held periodically.

All coaches are expected to hold a pre-season meeting with their coaching staff and are encouraged to conduct periodic meetings throughout the season. Head coaches are expected to attend section meetings as they pertain to your sport. Transportation and meals will be provided.

- C. **Evaluation** ... After the completion of the season the head coach and staff will prepare an evaluation of the season. Positive and negative reactions should be included. The head coach will include an evaluation of their staff with recommendation for change or improvement, if necessary. These evaluations and recommendations will be presented to the Activities Director in a timely manner.
- D. **Communication** ... It is expected that all coaches will do their best to communicate with athletes/parents/administrators regarding all aspects of their programs. It is encouraged to use a communication tool like "Remind" to streamline the communication process. Please remember that even though technology allows for fast communication, please provide information with plenty of advance notice when possible.
- E. **Conditioning** ... It is expected that all coaches are to follow the rules and policies of the MSHSL regarding conditioning. It is also the policy of the district to restrain from punishment conditioning at an intolerable or humiliating level.
- F. **Athletes** ... The treatment of athletes is extremely important. It is expected that all athletes will be treated fairly and coaches will be honest with students. Coaches should reflect on the question: "How does it feel to be coached by me?"
- G. **Injury and Medical Procedure** ... All injuries and accidents must be reported to the Athletic Trainer within two days. Coaches must complete the district accident report form, describing the circumstances of the accident. Forms may be picked up in the AT (athletic training) office. If the participant has purchased optional school student accident insurance, the Activities Director must complete the portion of the questionnaire relating to the accident. The rest of the questionnaire must be completed by the attending physician and the parent / guardian. The parent / guardian has the responsibility of sending the completed claim form, along with any accompanying bills, to the insurance company. If the participant goes to a doctor without informing the school's athletic trainer the participant must turn in a signed physician's report to the athletic trainer before they will be cleared to return. If an athlete misses practice or competition due to an injury coaches shall not allow the athlete to return to practice or play without athletic trainer or doctor approval.
- H. **Scouting** ... Scouts will be paid mileage consistent with the district travel policy. If travel over 65 miles one way a reimbursed for meals up to \$15.00 is allowed. No more than two scouts will be paid for scouting a particular event / game. Maximum reimbursement is \$500.00 per team.
- I. **Meals** ... Meals will be provided for teams and individuals who are in State Tournaments and will miss meals. An allowance of \$25.00 per day will be provided to state participants. Coaches will be reimbursed upon turning in meal receipts according to the district policy.
- J. **Locker Room** ... Head Coaches are responsible to ensure locker rooms are properly supervised and the facility is secure during practice and games. It is advised that student valuables should be locked securely.
- K. **Scores / Game Results / Promotion** ... The head coach is responsible for reporting scores and

posting scores on the MSHSL site and / or other sites. Head coaches are also expected to attend booster club luncheons, fundraising and media events to promote Laker Athletics.

- L. **Pre-season Duties** ... Head coaches shall work with the activities secretary to complete MSHSL and high school requirements.
 - 1. Complete Coach's Clipboard requirements on MSHSL Website(CER, Rules Interp., etc)
 - 2. Complete and submit Emergency Action Plan to Athletic Trainer
 - 3. Not allow athletes to practice until they appear on the Affinity eligibility list.
 - 4. Discuss and explain eligibility, team rules and award requirements with participants.
 - 5. Discuss goals, dress code, personal conduct, practice schedule, care of facility and equipment, travel policy, school expectations with participants.
 - 6. Complete a roster with height, weight, grade and uniform number on MSHSL website.
 - 7. Arrange for a team picture in the first month of practice and accurately identify athletes.
 - 8. Enter game schedule on MSHSL site.
- M. **Postseason Duties** ... Head coaches will be responsible to complete the following requirements at the end of their season.
 - 1. Make all-conference selections.
 - 2. Select team award winners and present the list to the Activities Director prior to giving the award. It is suggested that all seniors be presented a participation award instead of individual honors. Except for conference, section and state awards.
 - 3. Prepare for a team banquet or awards event. All programs are expected to have some kind of culminating awards event.
 - 4. Make suggested changes for the schedule to the Activities Director.
 - 5. Check in, inventory and store all equipment and uniforms.
 - 6. Schedule post-season meeting with Activities Director for Head Coach Evaluation and to discuss the program and assistant coach evaluations.
- N. **Summer Coaching** ... Coaches are expected to understand the language and the intent of bylaw 307 regarding summer coaching of athletes. Coaches may encourage and motivate athletes to participate in off season programs, conditioning, training, practice, camps, etc., but they may not require attendance as a condition of participation or playing time for the school season. Any punishment of athletes for missing or not participating in summer activity will not be tolerated. **Coaches must complete the Summer Waiver on the MSHSL Coach's Clipboard to work with athletes who have competed above the 9th grade level.**
- O. **Transportation** ... No less than two weeks prior to the opening practice date of your season the head coach will complete and turn in a transportation report including mode of transportation and departure time. The policy for excusing athletes is as follows:
 - 1. Excused from class 15 minutes prior to departure time if leaving from the school.
 - 2. Excused from class 30 minutes prior to departure time if leaving from off-campus site.
 - 3. The head coach has the responsibility to check the transportation schedule to make sure bus times and destinations are accurate. Type of transportation is determined by policy.
 - 4. It is the responsibility of the head coach to report to the office all student – athletes who are traveling.
 - 5. It is the school's responsibility to transport athletes to out of town competitions and return them. Therefore, all students will ride to all competitions in the district provided

mode of transportation and return the same way. Students may ride with a parent or guardian only, but must notify the coach prior to taking the student.

6. Coaches are expected to follow these transportation guidelines:
 - a. Supervise the loading and unloading of students.
 - b. Ensure adequate supervision. Buses will not travel without adult supervision.
 - c. Maintain student discipline while traveling.
 - d. Follow company bus rules.
 - e. Supervise general cleanup of the bus at the conclusion of the trip.
 - f. If an administrator is not present at out of town events, the head coach will serve as the official school representative.
 7. Mode of transportation
 - A. Trips less than 90 miles (one way) a district bus will be provided.
 - B. The head coach may choose to pay for a charter bus, but will need to pay the difference from the activity account of that team (chart will be provided). For trips of less than 60 miles.
 - C. Any trip of 90 miles or more (one way) the district will pay for a charter bus.
 - D. For MSHSL tournament play a charter bus will be provided
- P. **Hiring of Coaches** ... When vacancies occur in the coaching staff the following is protocol.
1. Coach shall inform the Activities Director of staff resignations.
 2. When a coach elects to resign a written statement to that effect must be given to the Activities Director.
 3. Human Resources will be contacted by the Activities Director and the job will be posted.
 4. When the closing date for the position has passed, the Coach and Activities Director will form a committee to hire. The best candidate will be hired.
 5. If the head coach recommends a change in the coaching staff, the reason for the change must be presented to the Activities Director.
 - a. If additions to a coaching staff are requested a written statement of justification must be presented to the Activities Director.
- P. **Budgets and Equipment** ... The Head Coach is responsible for the preparation and presentation of a complete inventory at the end of each season. Number and condition of equipment and uniforms shall be listed. An equipment budget will be given to the Activities Director by each head coach the season prior to the beginning of their season. Including the following information:
1. New equipment.
 2. Equipment repair.
 3. Uniform replacement.
 4. Supplies and field or facility needs.
 5. Letters, awards, medals, ribbons for home events.
 6. Entry fee costs.
 7. Capital budget items – not seasonal equipment.
 8. The ordering of uniforms is based on the following:

a. 2022/23	Volleyball	Wrestling	Cross Country	B Tennis
b. 2023/24	G Soccer	B Soccer	Dance	G Tennis
c. 2024/25	G Basketball	B Basketball	FB Red	
d. 2025/26	Baseball	B Hockey	FB White	Track
e. 2027/28	Softball	G Hockey	Skiing	Cheer

- Q. **Activity Fees and Waiver Policy** ... Activity fees are required for all sports and activities. The fee is determined by the Activity Committee each year and is listed in section VII of this handbook. A reduced fee may be allowed. The minimum fee imposed is \$20.00 for participation if criteria are met:
1. Student and family are on free or reduced lunch program
 2. Student and family demonstrate a real financial need.
 3. The student has not been a behavior or discipline problem in school.
- R. **Coaching Clinic** ... the head coach and all varsity assistant coaches will be allowed to attend one clinic per year with fees paid by the activities department and, if necessary, one day of professional leave allowed. A state tournament may be substituted but the same provisions are allowed (tickets will be paid instead of fees). Lodging, transportation and food expenses will not be provided.
- S. **Sub-varsity Game Policy** ... Sub-varsity teams will play all games available if they travel with the varsity team.
- T. **Movement of players from team to team** ... Movement of players is always a controversial subject. It is the coach's discretion when players should move up or down. If the athlete is a 9th grader or lower and moved the process outlined below needs to be followed. We also have a policy of seniors not playing sub-varsity competition. However, all conditions are different and if you would like to play a senior on a sub-varsity team you must consult with the Activities Director and parent or guardian.

Coaches need to have an understanding of the different types of athletic programs and how they impact player advancement, if necessary. Besides male and female programs, which lend immediate differences, the District also provides:

- a. Programs that are either a collision, contact or non-contact sports. The varying styles of play make a difference on which student-athletes are able to compete at the junior varsity or varsity level and which cannot.
- b. Programs that are designed for grades 7-12. These programs provide only junior varsity and varsity teams, and in some instances a C team is created if numbers are large. In this case student-athletes in grades 7-8 are able to participate on the junior varsity level. If coaches are considering moving middle school players to the varsity level the process is:
 - i. Talk with Activities Director at High School and Middle School
 - ii. Talk with Principal at High School and Middle School
 - iii. Communicate the move with the student-athlete and the parent/s after approval from Activities Directors and Principals.

- iv. If any of the above do not agree the move will not be approved.
 - v. A major concern is whether the sport is a collision or contact sport. If so, consideration is given to the athlete's ability to physically and emotionally adjust to the higher level program.
 - c. Programs that provide grade level teams (7th, 8th, 9th, etc.). These programs are designed as developmental levels and should be treated as such. As a general rule, athletes at the 7th and 8th grade levels should not move from one developmental program to another. However, reasons to move are:
 - i. Low numbers at the developmental level one step higher. Any movement of athletes needs to be approved according to **b (i, ii, iii, iv, v)**. Approval is required.
 - ii. In the case of an athlete who has the ability to move to the varsity level. The decision is based on:
 - 1. Must make an immediate and effective impact on the team
 - 2. Understand that the athlete has progressed past all developmental stages.
 - 3. Needs to be physically and emotionally ready for the challenge of varsity.
 - 4. Understand the impact this will have on the team and other players.
 - 5. Approval from **b (i, ii, iii, iv, v)** is required.
 - d. Any athlete in grades 10-12 may be moved to varsity levels at any time at coach's discretion.
 - e. Any 9th grade athlete may be moved to any varsity level with the High School Activities Director's approval.
- U. Roster Selection** - There may be times where due to large numbers in a certain activity that it may become necessary to cut players. While cutting will not be a regular part of our programs it will be allowed if necessary as the MSHSL limits the numbers on a varsity roster and there are limitations due to transportation limits.
- a. The coach will let the Activities Director know they have roster size concerns for the upcoming season. The Activities Director will make the determination whether cutting is appropriate.
 - b. If the Activities Director agrees that cutting is necessary the following procedures must be followed:
 - i. All cut procedures will be communicated to athletes and parents in the pre-season meetings.
 - ii. Athletes are given a minimum of 4 days to try out.
 - iii. All decisions are communicated to participants in face to face meetings with the coaches. Posting of rosters as a method to inform is not appropriate. Meetings should be scheduled with all team members to share their projected role.
 - iv. Coaches will be expected to make cuts with as much respect and dignity as possible.

IV. Responsibility of Head Coaches

The following are the district expectations of the Head Coach:

- A. Be knowledgeable of MSHSL, district, and school rules and policies.
- B. Follow the MSHSL Code of Ethics for Coaches.
- C. Support and defend school policies and decisions at all times.
- D. Ensure a safe environment for athletes.
- E. Support all programs to help improve the quality of all activities.
- F. Follow the policies outlined in section III of this handbook.
- G. Coach the program, not just the varsity team.
- H. Observe and coordinate your middle school programs.
- I. Support and provide guidance and direction to youth programs.
- J. Be supportive and encourage your athletes to participate in other activities as well as yours.
- K. Establish, revise and enforce team rules and expectations. Make sure all athletes and parents understand these rules and ensure they are enforced.
- L. Attend one coaching clinic and or sport seminar once every three years.
- M. Set a moral example for all participants.
- N. Be fair, honest, respectful and consistent in dealing with athletes and parents. Treat all athletes with respect.
- O. Create an atmosphere where kids want to be involved in your program.
- P. Teach your athletes:
 - 1. Joy of the game...have fun
 - 2. To be young men/women of high character.
 - 3. To compete.
 - 4. Empathy.
 - 5. Sportsmanship.
 - 6. The importance of community service.
 - 7. Respect
 - 8. How to be a teammate and enhance relationships.
 - 9. Sacrifice, loyalty and dedication.
 - 10. Work ethic and resilience.
 - 11. To value preparation and hard work.
 - 12. How to control emotions and to deal with adversity.
 - 13. Time management.

V. Middle School Programs

Head Coaches of each program are responsible for the middle school programs. Middle school program goals and policies are:

- A. Middle school programs are for 7th and 8th grade students only.
- B. The program will be organized and developed with input from the head coach and assistant coaches.

- C. Programs will play season end tournaments if possible.
- D. Student – Athletes may only move up in a team sport to a higher level of competition by following procedure set in **III. T. Movement of Players.**
- E. Emphasis is placed on fun, fundamental skill development, participation, sportsmanship, responsibility, development of values, knowledge of the game.
- F. Whenever there are enough participants to warrant more than one team in a grade the participants will be divided so that all teams are equal in ability. Coaches may split participants into “A and B” teams if playing teams that are split that way, but preference is for equal teams.
- G. Sixth grade students are NOT allowed to practice or participate in any way with any middle school or high school programs.
- H. The district encourages each sport to provide independent programs for 6th grade students. The district will provide coaches or incur any cost for these programs. It will be the responsibility of each team to provide these opportunities.

VI. School and MSHSL Policy

In regard to school and MSHSL policy:

- A. All coaches are responsible to know and enforce all MSHSL and school academic, chemical, behavioral, eligibility rules and all athletic program policies.
- B. All coaches are expected to report all violations and infractions.
- C. All violations and infractions of rules by students or coaches will be investigated and consequences will be enforced.
- D. Students who are suspended from school are not allowed to practice, compete or attend activities during that time of suspension.
- E. Students are not allowed to participate in multiple activities in the same season unless approved by the Activities Director and building Principal.
- F. All coaches are expected to comply with all decisions made by the district and MSHSL.

VII. Required Participant Information

These are the forms and requirements for participation of all student-athletes.

- A. White Card(Registration) ... Everything below must be completed and submitted online before the participant will be allowed to practice or compete. When everything is done and turned into the office the coach will then receive the registration notice on their clipboard stating that the student athlete is eligible to begin practice.
- B. Physical Examination ... A participant is required to undergo a physical examination every three years. If the participant has a history of medical problems we would recommend yearly examinations.
- C. Parent Permit and Health Questionnaire ... Each year this must be completed and signed by the parent or guardian. This will provide a brief medical history and provides permission to play from the parent.
- D. Athletic Eligibility Information ... It is the responsibility of the coaches to discuss the rules of eligibility with their athletes. It is also required by the MSHSL that parents and athletes read

and sign this form.

- E. District Accident Insurance Waiver ... ISD 22 does not have a district policy to cover athletic injuries. We do provide an optional Student Accident Insurance Program that may be purchased. Policy forms are available at the middle school and high school offices.
- F. User Fees ... All students that take part in activities must pay a user fee prior to participation in the activity. Fees will be collected in the school office.
 - a. Middle School fee - \$60.00
 - b. High School fee - \$120 for grades 10-12; \$20 for students on Free/Reduced lunch.
 - i. Hockey Facility fee: TBD Yearly based on actual costs(Does not count toward family max) \$285 in 2022-23
 - ii. Trapshooting Supplies fee: TBD yearly based on actual costs (Does not count toward family max)
 - c. Family maximum of \$450.00

VIII. Scheduling Policy

The following are district policy for scheduling of games, events and practice.

- A. All games, scrimmages, tournaments, etc. are to be scheduled by, or with consultation of, the Activities Director. Scheduling concerns are ...
 - a. Conference affiliation
 - b. Section affiliation
 - c. Distance and location of opponents
 - d. Student – Athletes
- B. It is the policy of the district to ensure our student – athletes do not miss five substantial days in a three week period. A substantial day is considered to be a half day or more.
- C. No athletic events or practice (any activity that is governed by the MSHSL) may be held on Sunday. Exceptions must be approved by the Activities Director and/or Principal and may include ...
 - a. Band Concerts.
 - b. Musical and fine arts productions (not including MSHSL activities).
 - c. Banquets
- D. Events and practices may not be scheduled after 6:00 p.m. on caucus dates or general election dates.
- E. Wednesday evening is considered “church night” by the community. No practices after 6:00 p.m. are to be conducted. Games or events are not to be scheduled after 6:00 p.m. on Wednesday. Exceptions are section events and football games during MEA week. Any emergency Wednesday night scheduling of events must be approved by the Activities Director and Superintendent.
- F. Student – Athletes are not to be excused from school for practice opportunities unless approved by the Principal and Activities Director.
- G. Scrimmages are considered practice. The district will not provide funding for any away scrimmages.
- H. Practices should not be scheduled on major holidays.

- I. Coaches are expected to provide to the Activities Director a schedule of vacation time practice.

IX. Travel Policy(2018-19)

A. Regular Season Travel

For travel one-way less than 60 miles or less you must use District transportation

For travel one-way 90 miles or more you will have a charter bus.

For travel one way under 90 miles you will have a District yellow bus. If you chose to take a charter bus the difference will be paid out of your team's activity account prior to the season.

B. Section and State Travel

You will be provided a Charter bus

X. Tournament Participation

The following are district policy for state tournament and section tournament participation.

- A. The district will provide all meals, transportation and lodging for any team or individual that competes in the state tournament, consistent with the district travel policy.
- B. Varsity head coach and all varsity assistant coaches, and in certain individual sports a position/event coach, are to purchase their own meals. Coaches must keep receipts of meals and will turn those expenses into the activity office for reimbursement, consistent with the district travel policy.
- C. Departure times for state or section events are to be determined by the Principal and Activity Director in consultation with the Coach. State assigned practice times, banquets, and preparation time will be factored in.
- D. The district will not provide transportation, lodging or meals to any athletes on the teams that do not qualify or for student – athletes who are not on the varsity team for a section or state event.
- E. The district will not provide lodging or meals for section events.
- F. Lodging may be provided in the case of a two day event. If the cost to return home and depart the next day is greater than the cost of lodging, the district may provide lodging but the mode of transportation will be the least expensive.

XI. Awards

The following policies are to be followed in granting awards and honors.

A. Captains

- a. Must be a high school junior or senior
- b. Priority should be given to senior student – athletes
- c. Any student – athlete elected as a captain may not have had a MSHSL violation within a one calendar year period.
- d. Captains are expected to have outstanding moral character and leadership skills. If concerns arise in the process of selecting captains consult with the Activities Director.

B. Athletic Awards

- a. Team awards (excluding section or state) are not to be given to student – athletes

- with MSHSL violations during that season.
 - b. Past violations should be considered when giving awards.
 - c. It is suggested that no individual team awards be given but instead offer all seniors an award.
- C. Lettering
- a. Each team is to develop criteria for earning a letter.
 - b. Athletes that have participated in a sport throughout their HS career and have met all team expectations will earn a letter regardless of whether they meet the team criteria for lettering
 - c. Lettering criteria should be presented and understood by student – athletes and parents.
 - d. An evaluation of the lettering criteria should be reviewed every five years.

XII. MSHSL Code of Ethics for Coaches

Detroit Lakes Public Schools expect all coaches to adhere to the “Code of Ethics for Coaches” according to the MSHSL handbook (listed below).

Code of Ethics for Coaches

Statement of Philosophy: The MSHSL has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach is an official representative of the school at all interscholastic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

Code of Ethics: A coach will be in violation of the standards for good sports established by the MSHSL by:

- A. Making degrading / critical remarks about officials during or after a contest either on the field, from the bench, through any public news media, social media or other electronic media.
- B. Arguing with officials or goes through the motions indicating dislike or disdain for a decision.
- C. Detaining the officials following the contest to request a ruling or explanation of actions taken by the official.
- D. Being ejected from any contest.

Actions and Response: Negative actions by a coach shall be reported to the league by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to , reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

Commentary: *It is within each individual's ability to treat others with dignity and respect. The league and its member schools expect each individual to assure the responsibility for their actions.*

High school interscholastic sports are unique in their mission to provide educational opportunities for students through athletic programs sponsored by their schools. As a coach, you carry the primary responsibility to teach students how to reason, make choices and understand the impact of their decisions on others. These opportunities to teach occur throughout your sport season. The students hear your words as you talk to them and their teammates. They see how you treat their opponents and observe your respect for the letter and spirit of the rules.

The lessons you teach must be compatible with the educational mission of your school district. The lessons must: support and ensure fair play and honorable competition; treating people with dignity and respect; ensure equity, fairness and justice; and promote activities which enhance healthy lifestyles.

As a coach you are expected to model positive sport ethics based on the moral guides of justice, honesty, responsibility and beneficence / producing good.

The following statements will help you review your responsibilities as a coach so the students under your care will have a full and fair opportunity to develop into healthy and responsible citizens.

I understand:

- *I understand and support the relationship of the sport / activity program to the academic mission of our school district.*
- *I understand our district provides interscholastic athletics so our student athletes can learn to reason, make choices and understand the impact of their decisions on others through their participation in sports.*
- *I understand the principles of justice, honesty, responsibility and beneficence / producing good and will incorporate them into my coaching philosophy and actions.*
- *I understand I must role model decisions and behaviors which teach students how to compete within the letter and spirit of the rules for our sport so that all competitors have the same fair chance for success.*
- *I understand that thinking about what is the right thing to do is called moral reasoning and student athletes should learn how to morally reason through our sport.*

I will:

- *I will model language and behavior that is non-biased and inclusive of individuals regardless of ethnicity, race, religion, sex and disability.*
- *I will educate and sensitize myself to gender fairness and equity issues.*
- *I will intervene to let others know I will not tolerate ethnic, disability or sexist jokes, racial or religious slurs, or any action which demeans any individual or group.*
- *I will educate and sensitize myself to the cultural heritage and traditions of others.*

- *I will initiate actions which would prevent prejudice and discrimination against individuals or groups.*

Honesty: *Being truthful and trustworthy in dealing with others; character, integrity; dealing fairly, obligated to follow the rules.*

- *I will be aware of my influence on the education of the student athlete and will not place the value of winning above that.*
- *I will respect the student athletes' responsibility to their academics and other school, community and family activities.*
- *I will model the moral value of honesty to my student athletes and expect them to play within the spirit and intent of the rules.*
- *I will exhibit complete respect for and will observe the rules of our sport to ensure a positive sports contest and atmosphere for competition.*
- *I will be knowledgeable about the rules which govern the eligibility of our student athletes and will apply them as intended.*
- *I will teach our student athletes that it is always wrong to intentionally violate the rules to gain an advantage; that cheating denies their promise to follow the rules and destroys the positive sports contest.*
- *I will coach within the letter and spirit of the rules and will not engage in gamesmanship (pushing rules to the limit) or use unethical means to achieve my self-interests.*
- *I will work within the established process to change rules and policies.*

Responsibility: *Being accountable for your actions; capable of determining one's own actions.*

- *I will set an example of the highest ethical and moral conduct in all personal contact with the student athletes.*
- *I will keep the competitive nature of the sport in perspective by remembering the priorities of students are to learn new skills, be able to play and have fun.*
- *I will coach the letter and spirit of the rules and will not use a strategy which includes intimidation and unethical conduct to gain an advantage. I understand such acts can lead to violent response when opponents believe such actions are unfair.*
- *I will recognize the positive sports performance of all deserving participants on our team, on the opposing team and officials.*
- *I will exhibit respect for contest officials and not engage in any conduct which reflects disrespect for the officials or their decisions.*
- *I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.*
- *I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.*
- *I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.*
- *I will exhibit ordinary courtesy and politeness.*

Beneficence / Producing Good: *Doing no harm, preventing harm, removing harm and doing good; the act of giving to another above and beyond the requirement of rules; the act of civility.*

- *I will treat all student athletes with equal respect, helping each to develop their skills.*
- *I will be responsible at all times for my behavior.*
- *I will place the emotional and physical well-being of our student athletes ahead of any personal desire to win.*
- *I will provide positive instruction and refrain from put-downs, yelling and abusive statements, remembering that students learn from receiving positive support.*
- *I will use respectful language at all times and will not use profanity that is casual or directed at any individual; I will expect the same from student athletes.*
- *I will discipline our student athletes in a positive manner and will not use rigorous training activities as punishment for negative behaviors.*
- *I will never coach our athletes to personally foul with the intent of injuring an opponent.*
- *I will differentiate between corrective discipline and punishment. I will not use physical actions, such as pushing or throwing objects, to discipline or exhibit displeasure.*
- *I will do my best to provide a safe practice and competitive environment for our student athletes.*
- *I will do my best to organize practices and contest that are fun and challenging for all student athletes.*
- *I will listen respectfully to concerns brought to my attention by parents / guardians of our student athletes.*
- *I will take an active role in the prevention of alcohol, tobacco, steroid, and other drug use and will never indirectly or directly condone their use.*
- *I will model appropriate use of alcohol or other legal substances if I choose to use them.*
- *I will be sensitive to the emotional bonding that may occur in the coach-athlete relationship and will be responsible to act ethically from my position of power as a coach. I will not encourage or act upon any sexual or romantic involvement with an athlete.*
- *I will motivate with praise, not name-calling and will never use gender-based terms, racial or religious slurs or any other demeaning action to shame or discipline a player.*

ACTIVITIES HANDBOOK



***DETROIT LAKES
PUBLIC SCHOOLS***

Updated 8/10/22

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FORWARD

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

PHILOSOPHY OF ACTIVITIES IN THE DETROIT LAKES PUBLIC SCHOOLS

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

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

FEDERAL AND SCHOOL DISTRICT POLICIES

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

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

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

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

The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

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

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

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

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

The term hazing includes, but is not limited to:

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

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

this definition.

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

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

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

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

DETROIT LAKES PUBLIC SCHOOLS STUDENT ELIGIBILITY

INTRODUCTION

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

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

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

The basic purpose of this code is to provide assurance that our students and their parents are informed of

the standards of behavior, conduct and appearance that are appropriate for the young people who represent our schools and the community of Detroit Lakes in the various areas of co-curricular activities.

SCHOLASTIC ELIGIBILITY

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

Credits

At Detroit Lakes High School, a student must be enrolled in at least six credit-bearing courses (7 as freshman) each term to be considered a full-time enrolled student and, therefore, eligible to participate in activities. A high school student is progressing satisfactorily toward graduation and is therefore eligible for MSHSL activities if the student has accumulated the credits according to the chart below, prior to the beginning of the designated semester. For example, a 10th grade student should have successfully completed six semester credits after completing first semester; therefore, six credits are needed to be eligible for activities that take place during the second semester.

Grade	Term	Semester Credits	Semester Credits Class 2022 and beyond
9	Semester One	6	7
9	Semester Two	12	14
10	Semester One	18	20
10	Semester Two	24	26
11	Semester One	30	32
11	Semester Two	36	38
12	Semester One	42	44
12	Semester Two	48	50

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

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

Grades

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

1. Progress Reports

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

2. End of Semesters

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

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

Attendance

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

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

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

Suspension or Expulsion

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

Academic Integrity

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

MOOD ALTERING CHEMICALS ELIGIBILITY

Mood Altering Chemicals

*Reference MSHSL bylaw 205

Twelve months of the year; a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, Have in possession tobacco; (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia; (4) use or consume, have in their possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

“tobacco products” means: any product containing, made, or derived from tobacco that is intended

for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, expect under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

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

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

Mere Presence

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

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

Consequences for Chemical Eligibility and Mere Presence Violations

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

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

MP = Mere Presence, CE = Chemical Eligibility

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

General Guidelines for Consequences:

1. Consequences for violations are cumulative from the time a student signs their first eligibility statement for participation in activities.
2. Suspension periods will cover consecutive weeks whenever a violation occurs during the school year.
3. Violations occurring out of season or during the summer are enforced at the start of the

- next season of participation for the student during the following year.
4. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
 5. A student who is under penalty for a violation of a MSHSL bylaw may not join a second sport in the same season in order to fulfill a penalty.
 6. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted; however, the student is eligible to participate in such events as determined by the school.
 7. A student who participates in both athletics and fine arts (separate classifications in the MSHSL) shall serve the penalty prescribed for that violation in both activities in which the student participates.
 8. Any student who has a violation that occurs during the season or prior to the awards presentation of that activity will not receive any recognition/awards for that activity.
 9. Any participant who has a violation will not be eligible for a position of status (leadership role) for a period of twelve calendar months from the date of the violation.

Student Code of Responsibility:

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

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

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

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

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

INVESTIGATION PROCEDURES

MSHSL Bylaw 305-Master Eligibility List and Bylaw 306-Responsibility for Student Eligibility indicate that it is the responsibility of the school administrator to determine the eligibility of all students who participate in MSHSL-sponsored programs offered by their schools. When a student's

eligibility is in jeopardy due to an alleged violation of the MSHSL bylaws and policies, the school will conduct an investigation. The investigation will begin on the day the school is first notified of the alleged violation and it shall conclude within 10 calendar days. At the conclusion of the investigation the school must make a determination of the eligibility status of the student. It shall be the responsibility of the member school to notify the student, parent or guardian in writing, of the eligibility determination. The written notification must also include a copy of the Fair Hearing Procedure and the Acknowledgement of Rights.

FAIR HEARING PROCEDURES

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

MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY

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

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

MSHSL General Eligibility

- **Age:**
A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester. A student who participates in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that season.

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

Definitions:

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

Elementary students in grades K-6 are not eligible for any participation in League activities. In

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

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

activities for four consecutive school years beginning with their initial entrance into ninth grade. This school year limitation applies regardless of whether the student participates in athletic activities.

- Students in grades 7 and 8 may participate in League sponsored athletics according to Bylaw 105.1.
- Participation begins once a 7th or 8th grader practices or competes in League sponsored athletics.
- Students are permitted one school year of participation in 7th grade and one school year of participation in 8th grade for League sponsored athletics.

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

Application for Additional Semester(s)

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

NCAA INITIAL ELIGIBILITY

Many college athletic programs are regulated by the National Collegiate Athletic Association

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

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

The Student Athlete's Responsibility While in High School

Complete the following forms:

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

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

PARENT AND PARTICIPANT INFORMATION

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

The Role of the Parent

Much of the joy of being a high school sports parent comes from watching your children compete in athletic events. There are very few kids who are not bolstered by looking into the stands and seeing their parents cheering for them. As part of their responsibilities, parents should be involved in their child's educational process, this includes being actively involved in after school activities.

Fortunately, the majority of parents behave appropriately at school sporting events. But those who misbehave can spoil it for all the rest. It takes only a few out-of-control parents to ruin what should be a pleasant atmosphere into one that is stressful for everyone. In addition to some of the obviously inappropriate actions, such as profanity, use of chemicals, throwing of objects and the like, the following rules of thumb for personal behavior should be followed.

- Express interest, encouragement and support to your child and to the coaching staff.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Lend a hand when a coach or school administrator asks for help.
- Recognize and show appreciation for an outstanding play or achievement by either team.
- Inappropriate and/or harassing comments should not be made to athletes, parents, officials or coaches of either team, this will only undermine the efforts of those involved.
- Shouting out instruction or criticism may hinder the overall experience of the student-athlete.

- Remember that sports are to develop skills for the rest of your child's life. Don't define success by winning or losing.

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

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

Sportsmanship Tips for Parents

✓ Be Supportive of Coaches

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

✓ Teach Respect for Authority

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

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

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

✓ Help your Children Learn through Failure

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

✓ Get to know the Coach

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

✓ Focus on your Child as an Individual

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

✓ Listen to your Child, but Stay Rational

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

✓ Be Mindful of your Role as a Role Model

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

✓ Show Unconditional Love

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

Sportsmanship is Everyone's Responsibility!

DETROIT LAKES PUBLIC SCHOOLS EXPECTATIONS FOR PARENT/ATHLETE CONCERNS

Parent/Athlete concerns should be addressed using the following protocol

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

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

Parent/Coach Relationship

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

PARENT/COACH COMMUNICATION

Communication You Should Expect From Your Child's Coach

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

Communication Coaches Expect From Parents

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

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

Appropriate Concerns to Discuss With Coaches

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

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

Issues Not Appropriate to Discuss With The Coach

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

Remember....

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

CAUTIONS, CONSIDERATIONS, AND RESPONSIBILITIES

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

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

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

Responsibilities

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

General Cautions

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

Emergencies

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

Insurance and Injuries

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

Student Insurance Options

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

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

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

Preparation for Activity

- All athletes must have a physical exam on file prior to the start of the season and should

report in sound physical condition/sport appropriate.

- Clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests.
- Remove all jewelry before participation.
- Individuals requiring athletic training services should arrive early to receive treatment to avoid being late for practice.
- All physical problems that are chronic or may interfere with participation should be reported to the trainer and coach/advisor.

Locker Room and Practice

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

Religious Activities

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

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

SPORTS AND ACTIVITIES

FALL

Activity

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

WINTER

Activity

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

SPRING

Activity

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

NON-SEASON SPECIFIC ACTIVITIES

Activity

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

Key Club (Kiwanis' service club for students)
Laker Singers (auditioned choir group)
Math Contest
National Honor Society
Native American Club
Prom Committee
Spanish Club
Student Council
Target
Link Crew
Junior State of America

PARTICIPATION FEES

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

USER FEE SCHEDULE FOR ACTIVITIES

- Grade 7—8 \$60/activity
- Grade 9-12 \$120/activity

Family Maximum / school year = \$450

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

GROUPS EXEMPT FROM USER FEES

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

FEE REIMBURSEMENT

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

DIRECTORY OF HIGH SCHOOL AND MIDDLE SCHOOL ACTIVITY ADMINISTRATION

Detroit Lakes High School Activities Director
Detroit Lakes High School Activities Secretary
Detroit Lakes High School Fax
Detroit Lakes Middle School Assistant Principal
Detroit Lakes Middle School Fax

Rob Nielsen	847-4491 ext. 2306
Abby Pettit	847-4491 ext. 2196
	846-1797
Justin Hegg	847-9228
	847-0057



Rossman Elementary Handbook

2022-2023



***Rossman Elementary is committed to
providing an education that ensures
opportunities for each individual
to reach their full potential.***

ROSSMAN ELEMENTARY SCHOOL STAFF

PRINCIPAL: EMILY STERNBERG

Administrative Assistants: LaJeanna Eckhoff and Kelsey Helbling

Kindergarten

Amy Boeke
Elissa Braaten
Kristi Paulson
Whitney Richter
Molly Wenschlag

1st Grade

Teri Holehouse
Jennifer Jackson
Amy Moors
Hope Schmitz
Madyson Webber

2nd Grade

Kristi Downey
Becky Itzen
Destany Okeson
Anna Schuld

3rd Grade

Andrea Judisch
April Sunram
Mark Whiting
Kacey Wood

4th Grade

Nick Alton
Shelly Gilson
Fletcher Nelson
Ben Pedersen

5th Grade

Kelli Hanninen
Rian Heimark
Mindy Nielsen
Ryan Zurich

Special Education

Nicole Benson
Matt Brown
Maggie Campbell
Carolyn Hoff
Shauntel Johannes
Graham Newman
McKensie Pischel

Speech Language

Chris Collins
Lauren Rud

Physical Education

Robb Flint
Beth Leighton
Kris Swenson

Music

Kara Brager
Heather Trowbridge

STEAM/GATE

Briana Bahr

Art

Megan Kucera

Academic Intervention Support

Kristen Blom
Terri Geer-Green
Kathryn Swanhorst

Behavior Intervention Support

Mike Bommersbach

School Psychologists

Sara Ebsen
Sara Jensen-Fritz

Counselor

Kari Gloege

OT/ COTA

Sheyenne Hirsch

ELL

Meredith Gulseth

Title XI Coordinator

Joe Carrier

District Nurse

Jean Schwartz

Health Assistant

Jessie Marx

Instructional Coach

Brady Baxter
Pam Daly
Rhonda Fode
Jill Perkins

Media Center Assistant

Elysia McDonald

Maintenance

Lloyd Alexander

Welcome to Rossman Elementary School!

The purpose of the Rossman Elementary Student Handbook is to inform families of policies and procedures created to ensure a quality educational environment for all students. We strive to develop strong connections and deliver clear communication between school and home. We ask that parents and students read this handbook and keep for future reference. If you have any questions or concerns, please contact the school office; we are happy to serve you and your student(s). Thank you for partnering with us to provide high quality education for all of our students at Rossman.

Sincerely,



Emily Sternberg, Principal

Rossman Elementary Mission Statement: Rossman Elementary is committed to providing an education that ensures opportunities for each individual to reach their full potential.

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ACCEPTABLE USE POLICY

All Detroit Lakes Public School building have access to the Internet. The school district has adopted an acceptable use policy for staff and students concerning Internet usage. In addition, the district takes steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form must be signed by student and parent before a student is allowed access to the Internet. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available at any school or the district office.

ADDRESS

Rossman Elementary School
1221 Rossman Avenue
Detroit Lakes, MN 56501
218-847-9268
218-847-1481 (Fax)

APPROPRIATE DRESS

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

ARRIVAL TIME

Elementary teachers begin each day at 7:50 a.m. The school day begins at 8:15 a.m. School doors open at 7:30 a.m. Students coming early must stay in the cafeteria. Breakfast is served beginning at 7:40 a.m. Student drop-off area: Front entrance (circle driveway) on Rossman Avenue. **DO NOT** drop students off in the back parking lot (East side). This area is reserved for buses only.

ART MASTERS

Parents who enjoy art and volunteering in their child’s classroom are encouraged to sign up for a fun and rewarding experience with Art Masters. Throughout the school year, Art Masters go into the classroom to provide students with valuable information about the artist’s life and instructions on how to create their own masterpiece in the artist’s style. All project materials are provided. Please contact Art Master Coordinator at :
rossmanartmasters@detlakes.k12.mn.us

ATTENDANCE PROCEDURE

Philosophy

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. *For a student to realize their full learning potential, daily class attendance is of highest importance.*

Definitions

Excused Absence

Absences from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools, or deemed legitimate by administration of the school include: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that may be approved as excused and are requested in advance include: medical or legal appointments, religious activities, travel, essential work at home, and family vacations. Any absence for participation in a school-sponsored activity is excused.

Unexcused Absence

Unexcused absence are those not meeting described criteria for excused absences. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.

Continuing Truant

Continuing Truant is defined as: A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures

Absence Reporting Procedures

Whenever possible, the parent/guardian must contact the school on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. If an absence is not reported by 10:00 AM, the Rossman Elementary office will be contacting parents to verify the student's absence. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. **The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons.** If a student has been absent due to participation in a school-sponsored activity, no note or phone call from the parent/guardian is required.

Advance Notice

The district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence such as dental or medical appointments. The building administrator will determine if the absence will be excused or unexcused.

Continuing Truancy

Upon classification as a continuing truant, the school attendance officer or other designated school official will notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;

- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services.

On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines

The following guidelines regarding tardies and absences have been set:

Tardy - Any student who arrives at school after the 8:20 AM bell.

Unexcused tardy - Students coming late to school without a note or parent contact. Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 8:45 AM are considered absent for the AM

Afternoon absence - Students leaving before 2:00 PM are considered absent for the PM

Make Up Work

Students absent for any reason will be required to make up work missed in each class. Teachers will encourage and assist the students in this process.

BACKGROUND CHECKS

Employment and services criminal history background checks -

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

BICYCLES / SKATEBOARDS / ROLLER BLADES/ SCOOTERS

Children who ride bicycles to school as a necessary means of transportation are not allowed to ride on the school grounds during the school day. Note: the school will not be responsible for their security and recommend that they be parked and locked in the bike rack on the south entrance of the building.

BREAKFAST PROGRAM

Breakfast is free to all Rossman students and is served from 7:40 to 8:15 am.

BUS TRANSPORTATION

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). The Detroit Lakes school district approved new bus assignment procedures for the 2020-21 school year. To view bus assignment procedures, visit the school district website (www.dlschools.net). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school principal is responsible for determining consequences for discipline problems that arise on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

CALENDAR

The 2022-23 calendar, set by the Board of Education, is posted on the district website.

CHANGE OF INFORMATION

Parents must keep the school office informed of changes of address, phone number, and emergency information. It is extremely important that we are able to contact parents in the event of illness or other emergencies.

CHEMICAL USE/ABUSE POLICY AND PROCEDURES

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

Statement of Philosophy

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

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

CHILD ABUSE/NEGLECT POLICY AND PROCEDURES

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

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

CLOSING/ DELAYS

Inclement weather may result in the district decision to start late, dismiss early, implement an e-learning day, or cancel classes. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. District Instant Alerts, the Facebook page and/or communication from your children's teacher may also be other avenues to obtain this information. Parents/families will be notified by the phone or email on file. Parents, please be sure the office has current and accurate contact information so messages are delivered. Weather announcements will be posted on the school district's social media accounts (Facebook/Twitter/Instagram).

Students living in rural areas must have an emergency plan with an alternate place to stay in the event weather disables bus transportation. Information regarding emergency weather placement must be recorded on the student's registration card. Children without an emergency placement plan will be kept at school if arrangements cannot be made.

CONFERENCES - PARENT/TEACHER

Parent/teacher conferences are scheduled on the school calendar two times each school year. In addition to this, other individual conferences may be scheduled as needed. Parents are encouraged to contact the school at any time they have a concern.

DISCIPLINE POLICY

The Detroit Lakes School board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

It is the policy of Independent School District #22 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

All pupils who attend school in ISD #22 shall comply with the regulations established by the school administration, with the policies established by the Board of Education, and shall recognize the authority of the teachers and principals of the district's schools. District employees or agents of the district shall not Intro in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

The district activity calendar contains the district wide discipline policy, sent in the mail before school starts. Parents are encouraged to review the policy with their children. Additional copies are available upon request.

BEHAVIOR EXPECTATIONS

Belief Statements:

- We believe ... that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.
- We believe ... that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe ... in Positive Behavior Interventions and Supports (PBIS).

The Purpose of a Discipline Plan

This plan was created with the following goals in mind:

1. To develop an atmosphere in which all staff and students treat each other with respect.
2. To provide all staff and students with the necessary skills to effectively work, play, and solve problems together.
3. To consistently recognize positive choices made by students and staff.
4. To provide consistent, structured consequences when students do not utilize good decision making skills on the playground.
5. The purpose of any consequence is to assist the student in making better behavior choices in the future.

The Discipline Plan

Our school is practicing **Positive Behavior and Intervention Support**. PBIS is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems and expectations to teach and promote positive behavior in all students. PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

Rossman PBIS Expectations for ALL Students: **Kind, Safe, Ready**. Behavioral expectations, teaching, and supports at Rossman focus on decision making, responsibility, and respect toward self and others under the themes of **Kind, Safe, Ready**. Appropriate behavior and choices are praised and supported. Discussions, reteaching, modeling, and redirecting support students in learning appropriate behaviors and choices.

When students exhibit behaviors that do not follow the established expectations, we must first and foremost use it as a teaching opportunity to re-teach and model the expected behavior. Students who are not exhibiting expected behaviors will have a conversation with a staff member. Behavior redirection and support will be applied to meet the individual need of the student and the specific situation.

Parent involvement in disciplining and/or cooperating with the consequences of misbehavior is extremely valuable to school staff, and, more importantly, to the child. It is best for the student when school and home work together to come to a resolution, understand the antecedent to the inappropriate behavior, and reteach/model expectations. Every child can take responsibility for their choices and deserves an opportunity to learn and continue to grow – both academically and behaviorally.

DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

This is a summary statement of Policy 505. A complete copy of the policy is available at any school or the district administration center.

EMERGENCIES/ACCIDENTS/ILLNESS

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

FIELD TRIPS

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips, but further permission slips may be needed.

GRADING

Parents may follow student progress on the Skyward web-based system (password protected so only you see your child's grades).

HAZING POLICY

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

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

HOURS

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

ILLNESS

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

The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signed permission slip. **Students are not allowed to carry any medicine on them. Any medication is to be kept in the health office at all times.**

Children required to take prescription medicine during school hours must have a parent-signed permission slip as well as note from the doctor. Forms are available in the Health Office. School personnel cannot administer medicine without signed permission forms.

Parents must keep current contact and emergency information on file with the health and school offices.

IMMUNIZATION

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

INSURANCE

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

LEAVING SCHOOL GROUNDS

Children will not be permitted to leave the school grounds once they have arrived at school unless the teachers and office personnel have a ***signed and dated note from home granting permission or a phone call from the parent/guardian.***

Parents must come to the office to sign out their children upon picking up for appointments prior to dismissal. Parents must sign the student in if the child arrives late to school. The sign in/out book is located in the office.

LOST AND FOUND

Lost articles found at school are kept in a location for students or parents to reclaim. Please mark student's items with first and last names to help us find the owner. Please stop in periodically to check for lost articles. At the end of each month all lost and found items will be donated to a local charity.

LUNCH PROGRAM

A well-balanced school lunch is served each day.

If children prefer, they may bring a cold lunch instead. Milk may be purchased at \$.45 by the student who brings a cold lunch from home. Another option is to purchase a sack lunch. This is a cold lunch which meets the same requirements as our hot meals. Children who go home for lunch must bring a signed note granting permission.

***Please refrain from sending pop with lunches - it is against federal lunch regulations to have pop in the lunchroom during lunch hours. Also, we continue to encourage our students to make healthy choices.**

Children will be offered, rather than served, all items. Students will be able to select three of the four food groups offered. This will eliminate some of the tray waste schools normally experience.

Please fill out the Educational Benefits Form (...formerly known as the Free and Reduced Lunch Form). **Only BREAKFAST is FREE for the upcoming 2022-23 school year. Everyone should PLEASE continue to complete the form - especially if your child will qualify for FREE /Reduced lunch.** Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), MN Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster, homeless, migrant and runaway children can qualify without reporting household income.

The **MILK/JUICE BREAK** program is purely optional. Parents may pay for half a year in September and again in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily. Snacks should be nutritional in nature.

The Skyward system is a family-based system. Money sent to the district will be deposited into and deducted from a family account. If a family has more than one child in the district, money for lunch has to only be sent to school with one child, and will be deposited in your family account.

LUNCH MONEY

A family wishing to purchase lunch or breakfast for their children should do so in the following manner:

1. Lunch money can be paid at any of the schools or from home via the internet (using credit card). If paying by check, be sure the student's name is on the check (on the memo line). Please strive to keep a positive balance. You will be able to check this online.
2. Each student will have an account number credited with the amount you send and deducted with each meal eaten. **(We cannot make change. The amount you send will be the amount credited to your account.)**
3. ONLY Breakfast is FREE for all students.
4. Weekly bills will be sent out for accounts with a negative balance

MONEY, VALUABLES, AND PERSONAL PROPERTY

When necessary to send money to school, please send in **a sealed envelope with the child's name on it**. Please pay by check whenever possible. We encourage cell phones, tablets, electronic devices, toys, jewelry, and large sums of money not be brought to school. The school is not responsible for money lost at school, or for toys and valuables lost or damaged at school. Money or valuables brought on campus are the sole responsibility of the student.

Electronics, toys, jewelry, and large sums of money should not be brought to school. If items are lost, they are the responsibility of the student, not the teacher or school. Student cell phone use is not permitted during the school day.

NEWSLETTER

Our electronic newsletter - the Rossman Report - will be sent out to families weekly inform families about upcoming events. Your attention to this is appreciated. The newsletter will also be posted on the Rossman School website.

OPT OUT FORM FOR MCA TESTING - A copy of the opt-out form is available online or in the school office.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. Instructions for where to obtain a copy of the Student/Parent Alternative To Internet Use Request Form for those parents requesting alternative activities not require Internet access.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to requests alternative educational activities not requiring Internet access and how to exercise this option.
4. A statement that the school district's acceptable use policy is available for parental review.

PARENT/STUDENT RIGHTS IN IDENTIFICATION: EVALUATION AND PLACEMENT (Section 504 of the Rehabilitation Act of 1973)

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

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
 2. has a record of such an impairment; or
 3. is regarded as having such an impairment.
- (34 Code of Federal Regulations Part 104.3)

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

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

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

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

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

PARENT VOLUNTEERS

Rossman Elementary greatly benefits from the participation and involvement of parents and community members in school activities and functions. Parents wishing to volunteer at school are asked to contact the school office or their child's teacher.

PARENT TEACHER ORGANIZATION (PTO)

Rossman PTO is a vibrant and involved organization. Every family with a child at Rossman is considered a member. There is no membership fee. The PTO of Rossman Elementary strives to create a caring partnership between students, family, school and community. To get more information about the PTO, please contact the Rossman Elementary School office. PTO meeting dates will be published in the Rossman Report.

PEST CONTROL MATERIALS USED

Detroit Lakes Public School personnel may apply pest control materials inside or school grounds as needed. Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Ave. Parents of student may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PETS

Due to many student allergies, along with safety concerns, pets are often not allowed in the school building for show-and-tell.

PHYSICAL EDUCATION

All classes will have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written recommendation requesting they do not participate.

RECESS

Students will play outdoors on school playgrounds before school and before/after lunch on most days. Students need to dress according to weather conditions. Suggested winter wear for children during cold weather months include: warm coat, hat, mittens, snow pants, and winter boots. All children are expected to go out for recess when the **weather temperature or wind chill temperature is at or above -9 degrees**. Noon supervisors oversee lunch and recess activities in the cafeteria, hallways, and on the playground.

REPORT CARDS / PROGRESS REPORTS

Reports cards will be used in grades K-5. Report cards will be issued at the end of each trimester for all students.

SEARCHES OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND A STUDENT'S PERSON

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

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

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

SCHOOL WEB PAGE

Rossman School Web page can be accessed at www.dlschools.net. Please notify the school office to share feedback or information that should be on the website.

SEXUAL, RACIAL AND RELIGIOUS HARASSMENT AND VIOLENCE POLICY

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
 - a. name calling, jokes, or rumors;

- b. pulling on clothes;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters, book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, or the District Human Rights Officer, at 847-9271.
 4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, or the District Human Rights Officer.
 5. Your right to privacy will be respected as much as possible.
 6. We take seriously all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate actions based on your report.
 7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
 8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer at 847-9271 or your building administrator.

SAFETY DRILLS

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

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

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

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

STATEWIDE COMPUTER REPORTING SYSTEM

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your child. This information is in turn provided to the Minnesota Department of Children, Families and Learning. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

This information is used to determine how much money your school district receives from the state and federal government, to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

The school district will use all social security numbers currently collected unless a parent and/or student withdraws that permission. If you choose to withdraw that permission, please notify the school your child presently attends.

STUDENT PROMOTION, RETENTION, AND PLACEMENT

School District #22 Board of Education, administration, and the teaching staff believe that promotion, retention, and placement of students must be permit flexibility and recognize individual differences. Factors such as academic achievement, student performance, social and emotional needs, and a student's special education Individual Education Plan (IEP) are considered. Efforts will be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement will be made by the principal after consultation and review of recommendations from teachers, parents and other resource personnel. The complete copy of this policy can be obtained at the school or district office.

STUDENT DROP OFF/PICK UP

Student morning drop-off areas are designated to the west (circle driveway) and south side (Forest Ave) of Rossman Elementary.

Pick-Up Zones have been assigned to every grade level to organize the end-of-day traffic flow around Rossman Elementary. Please obtain a copy of the Rossman Parent Pick-Up Zones on the school website or in the school office.

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Rossman Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, bathroom, or another area where a student may disrobe.

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (218-847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

TOBACCO

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This includes school buildings, grounds, and school-owned vehicles.

VISITORS

Parents interested in visiting their child's class school during regular classroom hours **must prearrange the visit with the classroom teacher. Children are not permitted to visit school unless accompanied by an adult or pre-arrangements have been made with the teacher or the building administrator.**

The building is locked during the school day. **All visitors will check in the office upon entrance to the building to visit or to check a child out for appointments. A "Visitor" badge must be obtained upon sign-in worn AT ALL TIMES while visiting our school.**

WEAPONS

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

WELLNESS POLICY

Policy # 533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT

The purpose of this policy is to assure a school environment that enhances student attendance and academic performance by supporting healthy eating and physical activity.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents are asked to notify the school at least several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and student records to the new school.

ROSSMAN ELEMENTARY COMMUNICATION and CONTACT INFORMATION

<u>Topic/ Concern</u>	<u>Contact</u>	<u>Contact Info/Email Address</u>
General School and Lunch Account Questions	Kelsey Helbling - Administrative Asst.	khelbling@detlakes.k12.mn.us 218-847-9268
Student Records, Registration/Enrollment and Transfer Paperwork; Attendance Questions	LaJeanna Eckhoff - Administrative Asst. to the Principal	leckhoff@detlakes.k12.mn.us 218-847-9268
Homeless Support; Attendance Concerns	Allison Knutson - Homeless Liaison/Truancy Counselor	aknutson@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	218-847-9268 www.dlschools.net Staff Directory
Health Questions	Jessie Marx - Health Assistant	218-847-9268, ext. 7111
Student Support Groups; Individual Counseling; Behavior Support; Parenting Questions	Kari Gloege – School Counselor	kgloege@detlakes.k12.mn.us 218-847-9268, ext. 7101
Transportation	Kathy Boelter	kboelter@detlakes.k12.mn.us 218-847-9271, ext. 1115
Latchkey – After School Child Care	Sandy Westrum	swestrum@detlakes.k12.mn.us
Rossman PTO	Emily Sternberg	esternberg@detlakes.k12.mn.us 218-847-9268, ext. 7113
Latest News and Updates	Emily Sternberg, Principal	esternberg@detlakes.k12.mn.us 218-847-9268, ext. 7113 Detroit Lakes Schools Website: www.dlschools.net Facebook: Detroit Lakes Public Schools

**DETROIT LAKES
LAKERS**

**DETROIT LAKES AREA LEARNING
CENTER**

Student Handbook

2022-23

Alternative High School Programs

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

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

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

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

PROGRAM COMPONENTS

Intervention Based Education

Intervention based education is an approach to education that identifies barriers and challenges that inhibit a learners ability to learn and experience academic growth.

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

Restorative Measures

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

Community Involvement

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

Enrollment

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

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

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

Dismissal

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

DLALC POLICIES & PROCEDURES

ELECTRONIC DEVICES

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

CELL PHONES

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

1. Students may request cell phone use if a situation warrants immediacy 2. Students will check messages between classes 3. Students who use a cell phone in school will share their phone numbers with office personnel

All messages sent, received, opened, or shared in school must be in compliance with the ISD #22 Harassment or Violence Policy.

4. All me

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

VENDING MACHINES

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

SNACKS

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

OPEN LUNCHES

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

TARDIES

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

CLOTHING

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

COMPUTER LAB

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

TOBACCO

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

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational program, activities or employment policies

as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Title IX Coordinator at 702 Lake Avenue, Detroit Lakes (847-9271) or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

LANGUAGE

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

FIGHTING/INTIMIDATING BEHAVIORS

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

GRADING PROCEDURES

90% = A 80% = B 70% = C 60% = D 59% - = F 59% - = P

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

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

CHILD ABUSE/NEGLECT POLICY/PROCEDURES 1. It is the policy of Independent School District #22 to protect children whose health or welfare may be

jeopardized through physical, emotional or sexual abuse and conditions of neglect. 2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected

physical, emotional or sexual abuse and conditions of neglect involving children. 3. The reporting of maltreatment of minors shall be strictly in accordance with provisions of Minnesota Statute, Chapter 625.556.

For further interpretation or assistance contact the District Social Worker.

A complete copy of Policy 414 is available at any school, the district administration center, or the school website located at www.dlschools.net.

EVACUATION DRILLS FIRE DRILL

Classroom Instructions

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

Evacuation of Physically Handicapped In the event of an actual fire, fire drill, or emergency requiring evacuation of the building, students who are physically handicapped will be assisted out of the building by their health aide or the nearest teacher. Please be aware of the possibility that your help may be needed. **Outside Areas** We are asking faculty members to move students away from the building. Areas of the building will be assigned to faculty. We will need the cooperation of all faculty to clear students from your area and move them away from the building.

Students on the west side should go across the entrance road as far back as the

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

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

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

Code Yellow Drills Code Veilou is a shelter-in-place modified lockdown. It safeguards all students in rooms, restricts access to the school, and provides extra staff to handle a variety of situations. Code Yellow is a cautionary signal which could be preparation for a Code Red, and suspends most regular school activities while awaiting further instructions from Administration Officials. TORNADO PROTECTION PLAN Please familiarize yourself and your students with the different areas as identified on the building Tornado Drill Evacuation Instructions. Also some additional things to be aware of:

Walk rapidly, but do not run.

Teachers will follow their group after checking to see that all pupils are out of the room. Chances are strong that there would only be about (3) three minutes to reach a safe area. Students should stay away from areas where there is glass. Physical Education personnel who are outside might have to direct their students to lie flat in the nearest ditch. Students and staff are to sit quietly, with their backs against a wall, until the "all clear" is announced on the intercom. Attendance will be taken by each teacher. Teachers will report their attendance to their department chairperson. Department chairpersons will report their attendance to the Assistant Principal. Generally, in the event of a tornado we would ask all staff to do everything in their power to move students to a safe area. HARASSMENT AND VIOLENCE-SEXUAL. RACIAL, RELIGIOUS

2.

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe.

Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.

A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender: a. name calling, jokes or rumors; b. pulling on clothes; c. graffiti; d. notes or cartoons; e. unwelcome touching of a person or clothing; f. offensive or graphic posters, book covers; or g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad. 3. If any words or actions make you feel uncomfortable or fearful, it is your responsibility to report the incident to a teacher, counselor, social worker, administrator, or the District Human Rights Officer. The report may be communicated in a written or verbal manner.

4. We take all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate actions based on your report. Your right to privacy will be respected as much as possible.

5. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

6. This is a summary of the policy prohibiting sexual, racial and religious harassment and violence of

Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification please contact the District Human Rights Officer, 847-4491, or the entire policy is available upon request from any school office, the district administration office, or on the school website located at www.detroitlakes.com.

HONOR GRADUATE STATUS

Honor Graduate status is based on the achievement of a 3.50 cumulative grade point average as of the end of the third quarter of the senior year in High School.

BREAKFAST/LUNCH

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

Regular and Reduced Meals – Electronic accounts will be set up for all students. Please submit money for your learners account in advance. Students will not be allowed to receive school lunches after the account is empty. Free – Electronic accounts will be set up and tracked. Families must reapply for food services or full charges will be applied after October 1.

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

MATERIALS ISSUED TO STUDENTS

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

MEDICATION ADMINISTRATION

In the event that it is necessary for you to take prescription medication during school hours, it is necessary to have a **statement** signed by your physician and parent, with medication, named, directions for administration and an authorization for school personnel to administer the medicine. The form is available in the school Office and should be returned to the school Office along with the medication in an originally labeled bottle from the pharmacy that issued the medication.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Any student interested in Post Secondary Enrollment Options must make an appointment with their school counselor and parents to discuss eligibility and graduation requirements. Students who fail classes at the high school or Post Secondary institution while enrolled in a PSEO program may lose their PSEO status and will be at risk of not graduating.

DISCIPLINE AND VIOLENCE PREVENTION POLICY, K - 12

STATEMENT OF POLICY AND COMMITMENTS

A. The School Board is committed to promoting healthy human relationships and learning environments

that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

B. It is the policy of Independent School District #22 to maintain a learning and working environment that is

free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

C. All pupils who attend school in ISD #22 shall comply with the regulations established by the school

administration with the policies established by the Board of Education and shall recognize the authority of the teachers and principals of the district's school.

District employees or agents of the district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Every student has the right...

To citizenship in the school community as granted by the U.S. Constitution and the state of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process law.

To freedom from racial and sexual bigotry, discrimination, or intolerance. To fair, consistent uniformity or application of rules without discrimination or bias within the construction of the total learning environment. To air grievances, problems, and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the school and all students. To express opinions, feelings, and criticisms, and to make choices. To privacy regarding school records consistent with legal requirements. To privacy in their persons, papers, and effects. To be fully informed orally or in writing of any and all disciplinary charges and reasons for corrective measures taken with an explanation of the evidence school officials have used against him or her.

To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined. To expect authority to protect these

rights. To expect a safe, educationally stimulating, non-violent, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting. To a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions. To learn in an environment or atmosphere in which there is a fostering of self-discipline as an aspect of responsibility.

To participate in student activities and organizations. To be informed of all policies, rules, and regulations they shall be expected to follow in the classroom, building, school bus, and district via easily understood form using written, visual, and oral approaches as necessary. To homebound instruction when extended absence is due to medical reasons. To make up work missed during an excused absence without discrimination or harassment. To be known, to be somebody, to be appreciated as a person and to be treated with dignity and respect. To expect positive behavior by others in the educational setting. To avail themselves of the counseling, social, and psychological services provided by the school district. To choose their own manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, causes a clear interference with work, or creates disorder in the learning environment, cause others to be intimidated by fear or violence, promotes an illegal activity, is offensive or discriminative in nature.

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Every student has the responsibility...

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To become knowledgeable about this policy. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking. To know and comply with established school rules and regulations and established school district policies promulgated by local school boards. (MN Statute 120-6, 1974).

To refrain from disruptive behavior, which may interfere with a teacher's right to teach and student's right to learn. To attend regularly scheduled class sessions as established

by the schools. To bring to class materials required for daily classroom use. To complete assigned class work on time and according to instructions given by the teacher. To accept the authority of faculty and school district officials on school property and during school sponsored off-campus events, on school busses, etc. To follow policy and regulations during school sponsored activities away from school regardless of time or place in such a manner as not to impede the safety or educational value of the activity. To obey all safety regulations in the educational setting. To use appropriate language avoiding cursing, using profanity, or vulgar language. To refrain from physical force, verbal abuse, threats, blackmail; the use, sale, or exchange of alcohol or any illegal drugs; smoking; stealing; vandalism; and other illegal activities. To bring a written excuse from a parent or guardian when returning to school following an absence, To accept the consequences of actions committed outside the boundaries of the rights. To communicate with appropriate school staff if there are grievances, problems, or concerns regarding the learning environment.

SCHOOL AND COMMUNITY RESPONSIBILITIES

A.

School Board and Administration Responsibilities

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

B.

Staff Responsibilities

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Each staff member shall become knowledgeable about this policy; staff members are required to instruct students, where appropriate, about the contents of the discipline policy.

To encourage, in students, self-discipline and respect for authority. To treat students with dignity. To recognize individual differences among students. To ensure the enforcement of school rules as listed in the student handbook. To use reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. To record and report classroom discipline problems to the building administrators. To confer with support personnel for possible solutions to discipline problems.

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CORRECTIVE ACTIONS POSSIBLE

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

to:

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

B. Removal from Class:

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to

the principal. Parents will be notified after the decision is reached. The removal of a student from class shall not exceed three class periods. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

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

C. Suspension Procedures:

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

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

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

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

D. Use of Corporal punishment

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

The staff may use reasonable force for the purpose of restraining a student to prevent or minimize danger to property or injury to themselves or other persons. Any staff member may use reasonable force to transport a student to the office or other place where the staff member may secure assistance.

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

E. Referral to Juvenile Authorities or Police

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

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F. Special Education Students

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

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

G. Suspension of School Bus Riding Privileges

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

THE FOLLOWING SCHOOL BOARD POLICIES APPLY DISTRICTWIDE:

Students may be subject to disciplinary action for conduct which has a direct and immediate effect on the discipline or general welfare of the school. This policy is particularly applicable when disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of the school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to:

A. Assault:

1. Verbal Assault: Abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including but not limited to conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental characteristics.

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

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

2. Physical Assault:

another.

is an act which intentionally inflicts or attempts to inflict bodily harm upon

Corrective action will include communication with parent/guardian and may

include but is not limited to:

a. conference with teacher, professional support staff member, or principal

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d.

b. education/education c. parental conference with school staff

loss of school privileges detention; in-school suspension

modified school program g. removal from class h. suspension of school bus riding

privileges when the violation occurred on a school bus i. report filed with law

enforcement j. suspension, exclusion, and/or expulsion from school

e. f.

B. Damage/Loss to School and Personal Property

1. **Vandalism:** Damage to or destruction of school property or property of others by students.

a. conference with teacher, professional support staff member, or principal

b. inservice/education C. parental conference with school staff d. loss of school privileges

detention; in-school suspension

modified school program g. removal from class

suspension of school bus riding privileges when the violation occurred on a school bus

report filed with law enforcement j. suspension, exclusion, and/or expulsion from school

h. i.

2.

Theft: The act of intentionally and without claim or right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

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

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

C. Disruptions

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist.

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

sooooo

a. conference with teacher, professional support staff member, or principal
b. in-service/education
parental conference with school staff loss of school privileges detention; in-school suspension
modified school program g. removal from class

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h. suspension of school bus riding privileges when the violation occurred on a school bus
i. report filed with law enforcement j. suspension, exclusion, and/or expulsion from school

2. **School Disruptions:** Any action that disturbs or interrupts the peace and good order of the school or school-sponsored activities.

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

a. conference with teacher, professional support staff member, or principal
b. in-service/education c. parental conference with school staff d. loss of school privileges
e. detention; in-school suspension f. modified school

program g. removal from class h. suspension of school bus riding privileges when the violation occurred on a school bus i. report filed with law enforcement j. suspension, exclusion, and/or expulsion from school

3. **Failure to Identify Oneself:** Failure to provide proper correct identification or information upon request of a staff member.

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

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

4. **Student Attire:** Students are expected to be appropriately dressed and acceptably groomed for school at all times. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities, including, but limited to, gloves, bandannas, shoestrings, wristbands, and jewelry which are likely to cause others to be intimidated by fear or violence. Student dress should comply with reasonable standards of cleanliness, safety, and should not be offensive, discriminatory, or disruptive to the operation of the school. Student dress should not display emblems, designs or insignias which promote an illegal activity.

D. Weapons

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

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

Any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm.

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

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

1. **Possession or use of a weapon:** Possession or use of a weapon is prohibited.

Anyone found to be

in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action. All weapons or instruments which have the appearance of a weapon are prohibited within all school environments, except for educational purposes as authorized in advance by the building principal or designee.

No person may knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use an instrument that is considered a weapon or a replica or look alike in school, on school grounds, at school activities, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school-owned buildings and grounds, leased or owned, and within all school-owned, leased, or contracted vehicles.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Possession of a chemical agent: Possession of a chemical agent that is not a destructive device, such as mace, for purposes of deterring criminal or violent conduct or for self-protection from such conduct is prohibited under this policy unless the student receives prior authorization from school district officials. Any student authorized to possess mace or other chemical as a deterrent or for self-defense is prohibited from using such object for any other reason.

Weapons

(1) "Firearm"

a. Definition:

Means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device; for the purpose of this definition only, as defined in 18 U.S.C.

921(a)(4).

b. Procedures:

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

OTAWN

1. After confirming the presence of a firearm, administration will contact the police and provide information regarding the situation. 2. With police consultation, decisions will be made on how to proceed.

Secure the area and isolate the situation as need be. With police assistance, determine the procedure to follow in removing the weapon and in apprehending the person who is said to have last possessed the weapon. 5. Designate "administrator in charge" and accompany police while in the building. 6. Contact parent or guardian.

Corrective Action including, but not limited to:

1. Mandatory confiscation of weapon(s). 2. First offense: Expulsion from school for a period of not less than one year except that the Superintendent of Independent School District #22 may modify the expulsion requirement for a student on a case-by-case basis.

Report of a student in possession of a firearm:

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or + w

1. Administration notifies police and provides the following information:

name of person; is he

or she a student; what are the circumstances; what is their mental state; what is their present location.

Secure and isolate the area. 3. Contact parent or guardian.

Wait until the arrival of the police before approaching the individual unless determined otherwise with police agreement. 5. Designate "administrator in charge" and accompany police while in the building if deemed safe to do so.

Corrective action including but not limited to:

1. Mandatory confiscation of weapon(s). 2. First offense: Expulsion from school for a period of not less than one year except that the Superintendent of Independent School District #22 may modify the expulsion requirement for a student on a case-by-case basis.

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

1. Administration notifies police by dialing 911 and provides the following information: name of person; is he or she a student; what are the circumstances; what is their mental state; what is their present location.

Designate "administrator in charge". 3. Secure and isolate the area; partial or complete evacuation of the building may need to be ordered by administration by using a predetermined coded signal communicated to the staff. 4. Contact parent or guardian. 5. Wait for police before proceeding; do not attempt to disarm the individual.

Corrective action including but not limited to:

1. Mandatory confiscation of weapons. 2. First offense: Expulsion from school for a period of not less than one year except that the Superintendent of Independent School District #22 may modify the expulsion requirement for a student on a case-by-case basis.

(2) "Weapons, excluding firearms"

a. Definition:

Means any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm.

The following are examples of dangerous weapons, excluding firearms, but are not limited to:

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

threaten, or inflict harm

b. Procedures:

Course of action to be determined by the building administrator.

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Corrective actions including but not limited to:

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

(3) "Any Object"

a. Definition:

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

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

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

b. Procedures:

Course of action to be determined by the building administrator.

Corrective actions including but not limited to:

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

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

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

1. The Board of Education of ISD #22 has adopted a chemical abuse policy which applies to all students K-12. The Board of Education has also adopted MSHSL Rules and students involved in

MSHSL activities are also subject to those rules. 2. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored

activities. 3. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored

activities. 4. Use of Tobacco: Tobacco use by students is prohibited at school, on school buses, at

school-sponsored activities, and on school grounds. 5. Inhalants: Students are prohibited from using, possessing, distributing, or being under the influence

of any inhalant at school, on school grounds, at school-sponsored activities, or on school buses. 6. Harmful or Nuisance Articles: The possession or use of articles that are

nuisances, illegal, or that may cause harm to persons or property is prohibited on school grounds, on school buses, and at school and school-sponsored activities.

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taken

should be consistent with

SD #22 Chemical Dependency Policy

Corrective action D19/CHEM.1-9

F. The following also constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education;

Willful conduct which endangers school district employees, school bus drivers or chaperons, the

pupil or other pupils, or the property of the school; or 3. Willful violation of any rule of conduct specified in this discipline policy.

ELIGIBILITY AND SCHOOL ACTIVITIES POLICY

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

GRADUATION REQUIREMENTS

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

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

A complete complete copy of the Board Policy 613 - Graduation Requirements can be found at the district's website at www.dlschools.net or at any school office or the district's administration center.

GRADUATION - EARLY

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

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

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

1. You cannot accept your diploma until spring graduation exercises. 2. You must be

properly enrolled and attending school regularly. 3. You must be carrying a minimum of six credits in the spring semester.

When you graduate and are a member of a team with a season in progress, you may complete the season providing three or fewer weeks remaining of the regularly scheduled contests, excluding tournament play.

GRADUATION CEREMONY PARTICIPATION

Participation in the Graduation Ceremony is a privilege extended to students who have met all state and school district graduation requirements and are in good standing with the school. All required coursework must be completed and turned in to the classroom teacher before 4:00 on the last day of school for students. Students at risk of not participating in the ceremony will be informed of their status on a regular basis throughout the school year.

Detroit Lakes



Middle School

2022-2023 Handbook

Detroit Lakes Middle School
500 11th Avenue
Detroit Lakes, Minnesota 56501

OFFICE: (218) 847-9228 FAX: (218) 847-0057 STUDENT SERVICES: (218) 847-9228

Dr. Mike Suckert, Principal
Mr. Justin Hegg, Assistant Principal

Mrs. Ali Schmitz, Last Names A-L
Mrs. Kari Swoboda, Last Names M-Z

Welcome to Detroit Lakes Middle School! As a middle school staff, we will work hard to make your middle school experience positive and successful. You are encouraged to be an active participant in your studies and co-curricular activities.

The mission of Detroit Lakes Middle School is to be a safe environment that will challenge and nurture all learners to achieve their full potential.

To accomplish this mission will require a cooperative effort on the part of students, teachers, administrators, parents and community.

This handbook belongs to: _____

LEARNER GOALS

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

- **Reading/Math/Science**– During the 2022-2023 school year, 100% of the students will demonstrate appropriate growth and achievement in reading, mathematics and science from 2021-2022 as measured by the Minnesota Comprehensive Assessments (MCA) and Star Assessment reports.

SCHOOL DAY AND SCHOOL HOURS

The school day will begin at 8:20 a.m. All students will be expected to remain in the commons area until 7:55 a.m unless they are receiving assistance with schoolwork from a staff member or need to be in the Library/Media Center. Afternoon dismissal is at 3:30 p.m. Students working with staff members or those participating in a club or activity are welcome in the building under staff supervision. All other students are expected to leave the building as soon as possible after the 3:30 dismissal time. Students who must remain in the building while waiting to be picked up must remain in the lower commons by the south door or by north doors in the upper commons.

All students will report to their Primetime rooms at 8:20 each day. The only bells that will be used will be at 8:15 a.m., 8:20 a.m., lunch bells, and 3:30 p.m. There will be an approximate 28-minute lunch period for each grade.

ATTENDANCE

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed class time cannot be replaced. Therefore, for a student to realize their full learning potential, daily class attendance is important.

Students are expected to:

- attend school for all days of the established school calendar.
- appear in class on time, prepared for academic endeavors.
- when absent, contact teachers upon return to plan for makeup work.
- complete work as assigned by the teacher when an advanced make-up slip is presented for a planned absence.
- For advanced make-up slips, go to the office, have teachers sign the form and return it to the office.

An excused absence is an absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public School or those deemed legitimate by the administration of the school. The State of Minnesota recognizes the following reasons for absences: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused are those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home and family vacations. Any absence for participation in a school-sponsored activity shall be considered an excused absence.

An unexcused absence is an absence from school without a valid excuse. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing the bus, non-essential work at home, and part or full time work.

Whenever possible, the school should be contacted between 7:45 a.m. and 9:00 a.m. on the day of the absence. If it is not possible to call the school between those hours you can call and leave a message on the voice mail. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating the reason for the absence is required upon the return of the child to school. The principal/assistant principal shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence will be classified as unexcused until a note or phone call is received. The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons. Students attendance of sibling school programs must be accompanied by a parent. Attendance of programs by “friends” at school performances is prohibited.

A child who is subject to the compulsory attendance laws and is absent from instruction in our middle school for three or more class periods on three days without a valid excuse will be classified as a continuing truant. If this happens the assistant principal will notify the child’s parent/guardian by phone or mail. On the seventh unexcused absence, the county attorney will be notified, requesting a petition of truancy be filed.

MIDDLE SCHOOL CURRICULUM

All students in grades 6-8 will have a full year of English, mathematics, science and social studies. Sixth grades students will also have specific reading instruction. All students will have opportunities in art, family and consumer science, and technology during their years at the middle school. Physical

education will meet every day for the entire year. Students have the option of being in both band and choir at grades 6, 7 & 8. Students not in music have reading in 6th grade and ITech in 7th and 8th.

GRADE REPORTING PERIODS

The Middle School will be using trimester grade reporting periods. Report cards will be mailed home for Trimester I & III and Trimester II report cards will be pick up at conferences in March.

Trimester I ends.....November 23
Trimester II ends.....March 3
Trimester III ends.....May 25

Progress grades for Trimester I will be picked up at conferences in October. Progress grades for Trimester II & III will be mailed home. The dates of the progress reports are:

Trimester I progress reportOctober 14
Trimester II progress reportJanuary 20
Trimester III progress reportApril 14

GRADING

Student grades are standards based on a five point (0-4) proficiency scale. The grade on the 7th and 8th grade report card will be the standard based proficiency level average achieved. Sixth grade report cards will be by standard and no averaging or grade point average will be tabulated. In general, a grade must reflect an accurate measure of each student's level of achievement pertaining to established local, state, or national standards and the essential learning outcomes related to those standards. The standards based proficiency scale is as follows:

<u>Description</u> Exemplary 3.5-4.0	Student performance demonstrates thorough mastery and exceeds learning expectations by completing all requirements in a manner considered exemplary.
Meets Standards 2.75-3.49	Student performance demonstrates mastery of course standards that meet established proficiency criteria.
Partially Meets Standards 1.5-2.74	Student performance demonstrates incomplete mastery of course standards but meets some criteria relating to essential learning.
Does Not Meet 1.0-1.49	Student performance demonstrates incomplete and inadequate mastery of essential standards.
No Evidence 0.0-0.9	Student performance indicates no achievement after all remediation efforts.

SCHOOLASTIC ELIGIBILITY

Eligibility requirements shall be those set forth by the MSHSL, as well as, the following:

A. Students are expected to be in school to be eligible to participate in either practice or activities on that day or night. Consideration will be given for such reasons as medical concerns or family emergencies.

B. Students must make satisfactory progress in school to be eligible. Academic status will be reviewed by Core Teams periodically beginning the fourth week of the school year. Any student receiving notice of failing or incomplete grades will be ineligible to participate in extra-curricular activities until satisfactory progress has been shown by the student and verified by the Core Team. Eligibility will be determined by the DLMS Administration.

Students involved in behavioral referrals or incidents may be removed from extra-curricular activities at the discretion of the building administration.

PARENT/TEACHER CONFERENCES

The first conference dates will be Thursday, October 27 from 4:00 – 8:00 p.m. and Tuesday, Nov. 1 from 4:00-7:00pm. The second conference dates will be Tuesday, March 7 from 4:00 – 7:00 p.m. and Thursday, March 9 from 4:00-8:00pm. These conferences will be a combination of scheduled and unscheduled conferences. Scheduling information will be sent out prior to the conference dates.

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

MINNESOTA COMPREHENSIVE ASSESSMENT

All students in grades 6, 7, & 8 will take the Minnesota comprehensive assessments in reading, mathematics and science (8th grade only). These tests are traditionally administered from mid April to early May. Opting out information may be viewed at:
<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

APPROPRIATE ATTIRE/HYGIENE

While we have no formalized dress code at Detroit Lakes Middle School, we ask that students wear clothing that is appropriate to wear in the school setting, for weather conditions and in good taste. There are some guidelines that students need to follow:

- Caps, bandanas, hoods, or any other head covering will not be worn in the school from 8:20-3:30.
- Clothing with alcoholic, gang related or other inappropriate slogans will not be allowed.
- The length of skirts and shorts should be appropriate for a public school setting.
- No tank tops or tops with spaghetti straps.
- Shirts and tops must be appropriate so no midriff area or cleavage is visible.
- No visible undergarments.
- Clothing with cuts or tears in inappropriate locations are not to be worn.
- Shoes must be worn at all times.

Parents will be notified of a violation. The student will call home to make arrangements to change clothing. If parents cannot be reached, an alternate clothing option, provided by the school, will be offered to the student. When in doubt about what to wear, use common sense and/or ask a staff member for an opinion. These standards for proper attire also apply for school sponsored activities.

AREA LEARNING CENTER

This program has been created to help students having difficulties achieving success in traditional mainstream courses realize success in a different learning environment. The academics support the traditional mainstream courses using differentiated learning and instruction, a multiple intelligence assignment base, utilizing the community as a learning tool, and a hands-on approach in smaller classes with more individualized instruction. If necessary, students will be taught reading and math strategies using their course curriculum as the content used for teaching the strategies.

BICYCLES, ROLLERBLADES, SKATEBOARDS

If bicycles are ridden to school, they must be kept in the bicycle racks located on the south side of the Middle School or in front of Roosevelt School. Bicycles should be locked at all times. Students are not to ride their bicycles once the students arrive at school.

Rollerblades and/or skateboards are not to be used during the school day. If they are brought to school they need to be stored in the student's locker until the end of the day.

BULLETINS/ANNOUNCEMENTS

A weekly bulletin will be put out the last day of each week for the following week. The bulletin will contain a list of scheduled events and announcements. Items for the weekly bulletin should be in writing and in the principal's office by 4:00 p.m. on Wednesday the week preceding the announcement.

The intercom will be used to make daily announcements and emergency announcements.

BUS TRANSPORTATION

Bus transportation is provided by district buses (847-9271), Olander Bus Company (847-7533), and Schultz Bus Company (847-9266).

School bus riders may be subject to electronic surveillance on school buses. The conversations and actions of school bus riders may be recorded on videotape. These videotapes may be made accessible to person(s) appearing on the videotape. School District employees whose work assignments reasonably require access to the information on the videotape, and any other person or entity authorized by law to

have access to the information including, but not limited to, law enforcement agencies. The rules for conduct on school buses are listed in the District Activity Calendar.

The school principal, or his designee, is responsible for dealing with discipline problems on the school bus. Failure to abide by the bus rules will result in disciplinary action. The maintenance of the discipline policy, as established by the School Board, will be carried out by the bus driver.

BUS LOADING PROCEDURES

1. Students who ride the buses which load in the north bus lane must wait inside or in front of the Middle School until your bus arrives. You are not to wait on the sidewalk by the Roosevelt School or inside the Roosevelt School.
2. Students must walk on the sidewalk when leaving the Middle School.
3. All middle school students must wait for elementary students to load before getting in line for the their bus.
4. Students waiting for buses in front of the Middle School are to line up in an orderly manner at least three feet from the curb and wait for the bus to come to a complete stop before moving forward.
5. Supervisors, whether they are from the Middle School or from Roosevelt School, are in charge of the loading of buses. You are expected to respond in a positive manner when instructed to by the supervisors.

CELLULAR PHONES

The Middle School prohibits the use of cellular phones during instructional/class time unless a teacher/paraprofessional/administrator allows the use. This may be done at the discretion of the adult in charge of the activity/classroom. Cell phone misuse will be handled with the cell phone collected, given to a principal and the owner visiting with the principal at the end of the day. Repeated violations will involve parental conferences. **DLMS is not responsible for cell phones and other personal electronic devices brought to school.**

CHANGE OF ADDRESS

Anytime there is a change of address or change in telephone number, students and/or parents should inform the office so the information can be changed in the computer.

CLOSED CAMPUS

Detroit Lakes Middle School is a closed campus. Once a student arrives at school, he/she must remain at school unless they have signed out in the office with parent/guardian permission. Students must stay on campus after school in order to ride school buses. Leaving campus is grounds for discipline or bus denial.

CO-CURRICULAR ACTIVITIES

We are the 'Lakers' and our colors are red and white. Under the direction of the activities director, girls and boys in the Middle School will have the opportunity to participate in the following activities:

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

Participation fees for students in grades 7 & 8 are set at \$60.00 for each activity in which students are participating. A sports physical must be submitted before you can register online. The information needed for participation includes parent permission, eligibility, and insurance.. These online forms only need to be completed once each year, prior to the first activity of the year, subsequent activities require fee payment and updating online information. All registration is available at www.lakeractivities.com.

DETENTION STUDY HALL

Detention study hall may be issued at principal discretion for homework completion, attendance issues (skipping), or behaviors that have violated student code of conduct. Detention may be after school from 3:30-4:00 Monday-Thursday as needed. A detention form will be issued to the student and parents notified of detention. Students missing detention will

have additional time added and will be subject to further disciplinary action. Parents are expected to make arrangements to pick up their student after detention study hall.

DROPPING COURSES

Any students wanting to drop a course must do so within the first four days of the school year. The drop must be approved by parent, administration, and counselor.

EMERGENCY PROCEDURES

A continuous buzzing of the alarm signals Fire Drills. When you hear the fire alarm, leave the building immediately through the nearest exit. Follow the teacher's instructions. Do not take books with you. Do not go to your locker for a jacket, even in winter. Exit routes are posted in each classroom. Teachers will explain the procedure during the first day of classes. Remain outside the building until you hear the signal to return to classes.

Tornado drills are signaled by an announcement over the intercom system. Go to your designated area and sit on the floor. Follow all teacher instructions.

FEES

Public education in Minnesota is free to all students who are residents. However, fees may be charged under the following circumstances:

- A project in Art, Family and Consumer Science, Ind. Technology or some other course that is in excess of material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor.
- Cost of school equipment or material destroyed or broken or unduly damaged through carelessness, failure to follow instructions or vandalism, in the amount necessary to restore the item involved to service.
- Rental charges on school owned musical instruments, if the student is using the instrument.
- Cost of field trips, which are available from time to time, but not required as a part of the course, should the student choose to participate in the field trip.
- Admission fees for concerts, plays, athletic events, and other programs or activities, which the student may attend at their option.

Students are required to furnish their own paper, pencils, pens, notebooks, sketchpads, phy. ed. clothing and shoes, and other items of personal equipment.

COUNSELING/STUDENT SERVICES

The Middle School has two full-time counselors. Counseling services are available for every student in school. These services include assistance with academic concerns, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students and parents can contact the counselors at any time.

HOMEWORK

Purpose: Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Detroit Lakes Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, and complete unfinished class assignments.

Homework Types:

- **Practice** exercises to follow classroom instruction.
- **Preview** assignments to prepare for subsequent lessons.
- **Extension** assignments transfer new skills or concepts to new situations.
- **Creative** activities to integrate many skills toward the production of a response or product.

Student Absence:

Students who miss school because of an absence are expected to collect all of their homework and catch up on their assignments. It is the student's responsibility to get work missed due to an illness or absence. Students that miss class because of an activity are expected to collect their homework before the day of the activity and have their assignments completed for the next day.

Responsibilities of Students:

- Keep track of assignments/activities utilizing your ipad.
- Ask teachers for help when you don't understand an assignment.
- Make sure all assignments are of QUALITY work and completed on time.
- Use Directed Study to help make up work, get help from teachers or work on homework.

- Remember to get work before an activity and make up work after an absence.

Responsibility of Parents:

- Set a regular, uninterrupted study time each day in a well-lit, quiet area.
- Check your child's PLANNER daily
- Regularly access Skyward to help monitor your child's progress.
- Use the DLMS web site to check weekly homework assignments.
- Help your student work to find the answers, not just get it done.
- Be aware your child can make arrangements to get extra help from his/her teachers before school 8:00-8:20 and after school 3:30-4:00.
- Contact teachers to stay well informed about your child's progress.

Responsibility of Teachers:

- Provide necessary instructional input and make sure students understand the material before assigning homework.
- When relevant, assign meaningful homework that reinforces classroom learning.
- Check and review homework with students and provide immediate feedback.
- Be available to help students who are having trouble with an assignment.
- Communicate with other teachers and resource staff.
- Inform parents when a pattern of late or incomplete work develops.

We ask that parents help us with the homework issue. While students may say, "I have none," or "I will do it in Directed Study," home study time should still be maintained by studying for upcoming assessments or reading. All students have access to technology that allows them to access teacher resources and information and to keep a calendar of events/assignments.

ILLNESS/INJURIES DURING SCHOOL DAY

In case of sudden illness or accident during the school day, students should report to the nurse's office or main office if the nurse is not there. The parents will be called to pick the student up if needed. Office personnel must talk to one of the parents before that student will be allowed to sign out.

IMMUNIZATIONS

State law requires all students attending public school to have a complete history of all required immunizations or a copy of a legal exemption form on file at school. You will need to prove a record of these or notarized exemption from on or before the first day of school. If we do not have these records on file, your child may be denied attendance in school until such records are in compliance.

Before entering 7th grade, students are required to have a Tdap booster (tetanus-diphtheria-pertussis) and the Meningococcal vaccine in order to previously required vaccinations.

LIBRARY/MEDIA CENTER

Your Library is your information place. Computers, photography, videotapes, CD disks, books, magazines, newspapers, TV studio, drawing room, and many other components make up the housing, locating and using of information. It is a fun place with much to do. However, it is a place where the rights of others to concentrate and study quietly must be maintained. Responsible behavior will be required at all times. The Library/Media Center will be open before school, during the lunch period and after school for student use as well as during the day.

LOCKERS

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

Lockers should be used to house your textbooks and other school materials when they are not in use, and other personal belongings. You will be assigned a locker at the beginning of the year and will be expected to use that locker for the entire school year unless assigned another locker by the Principal or Assistant Principal. It is important that you not share your locker combination with any other students. Students are responsible at all times for their personal property. You will be expected to keep your locker clean during the school year.

LOST AND FOUND

Lost and found articles that are turned in will be in the office or the rack in the south foyer. If you have lost an item, check in the foyer or office. Lost and found materials are typically taken to the boys and girls club several times a year.

LUNCH PROGRAM

The options the students have for lunch each day are: regular hot lunch, salad bar, choice line, or bringing their own lunch. The cost of a school lunch and milk will be announced over the summer. Ala Carte items are priced on an individual basis.

Each student will have a keypad number for the computer in the kitchen area when they receive their lunch. Each lunch is charged back to the family lunch account. There will be a meal limit on charges. If an account reaches five meals in charges, the parents will be notified that the student will be receiving a peanut butter sandwich and milk until the bill is paid. There must be funds in the student's account for the student to eat ala Carte. Statements will be available from the school office to any parent who requests them. Lunch payments can be made by the week, by the month, or by whatever method parents feel comfortable with. Students can bring in lunch money before school each day or during the lunch period on the first school day each week. Parents or guardians may have the remaining money left in their student's account at the end of the year carried over to the next school year.

Information on free and reduced price lunches has been mailed to all homes in the district. If you were missed for any reason, this information is available in the school office throughout the school year. If you are eligible for free or reduced meals, you must fill out the application each year and return it to the office. Free and reduced lunch applications must be in by October 1 to continue in the program. The free and reduced lunch program applies only to the basic meal. Any additional items purchased are the responsibility of the family.

There will be 4 lunch periods. Each will be 28 minutes long. The lunch tables will be set up in the south part of the lower Commons. Students are expected to return their trays and eating utensils to the designated area. Each student is expected to pick up the table area where they were sitting and eating. Students are expected to walk to lunch and line up in an orderly manner. After students finish their lunch, they are expected to remain in the commons area by the office or go outside. Students who go home for lunch must sign out in the office. Parents who pick their student(s) up for lunch must sign them out in the office. It is expected that these students will be back at school for the start of the class period immediately after the 28 minute lunch period.

MEDICATION PROCEDURES

All medication must be kept in the nurse's office and dispensed by office personnel. A written request from the parent or guardian for medication must be on record at the school before any medication can be dispensed.

OFFICE

The office is the business center of the school. Students having business in the office should let the office personnel know what they need as soon as they get to the office. Students who need to get copies made, either for themselves or for a teacher, must check with office personnel. No students should go directly to the workroom. If students are sent to the office for disciplinary reasons, they should let the office personnel know this, then sit down quietly and wait to see the principal or assistant principal. Parents and other visitors to the school should register in the office for security reasons.

PHYSICAL EXAMS

Athletic physicals are required for all students in 7th grade and new 8th grade students before being allowed to participate in athletics. Physical exam forms are available at the clinic/service provider office. Students should make their own appointments for physicals and try to avoid scheduling them during the school day.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited in accordance with District #22 guidelines, traditionally the first day of the week.

POP, CANDY, GUM

There is to be no pop or candy consumed in instructional areas by students during the school day (8:20 – 3:30), unless it is special day or under circumstances that would allow it. These special days or circumstances need to be cleared through the office. Outside groups or individuals who sell candy as a fund-raising effort are not to sell during the school day. Gum chewing in the classroom is at the discretion of the individual teacher.

POSTERS AND SIGNS

Before any kind of poster or sign is put up in the halls or commons, it must be approved by the Administration. Posters that are permitted are those relating to school activities, activities of other district and neighboring schools, church activities, or civic service groups.

PROHIBITED MATERIALS

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items which students should not have at school: rubber bands and paper wedges, boom boxes, digital music devices, headphones, video games, squirt guns, water balloons, toys of any kind, permanent markers, matches, lighters, throwing stars, nunchucks, harpoons, fortnite weapons, tridents, light sabers, laser devices, incendiary devices, silly string, menacing jewelry, super glue, spray cans of any kind, dangerous objects, valuable objects, and firecrackers. If it becomes necessary to conduct a search for contraband material to ensure the safety of student(s) and the maintenance of an appropriate academic atmosphere, it will be done in accordance with the school policy. The school is not responsible for confiscated prohibited materials and is not obligated to investigate thefts or missing prohibited materials. Possession of prohibited materials may result in disciplinary action that may include detention and/or suspension.

STUDENT ASSEMBLIES

Student assemblies are held to provide information to students or for student entertainment. Students are expected to be well behaved and act in a respectful manner at all times. Any student that does not cooperate will not be allowed to attend future programs.

SCHOOL CLOSINGS/WEATHER

Inclement weather may result in a decision to start late, dismiss early or cancel classes for the entire day. Official announcements concerning these will be made over KDLM(AM1340), KRCQ(FM102.3) in Detroit Lakes; and WDAY(AM 970) or WDAY TV Channel 6 in Fargo and via the Instant Alert system.

STUDENT COUNCIL

The Student Council will be a student leadership organization and has permission to recommend student activity days. Students wishing to participate will be allowed to sign up for the student council. Students participating in the student council will be expected to maintain their academic standing. Members of the student council will be expected to participate in meetings, learn about leadership and attend a school board meeting, city council meeting and county commissioners meeting during the school year. Volunteerism will be an integral part of the student council. The student council will usually meet on a monthly basis, and special meetings may be called when there is a need for such meetings.

STUDENT PROMOTION CRITERIA

Students in grades 6-8 are promoted to the next grade level by making satisfactory progress on the standards in the core classes of English/Reading, Math, Science, and Social Studies.

Students who do not make satisfactory progress in three of their four core classes may repeat the entire grade unless they attend summer school programming.

Students who do not make satisfactory progress in one or two of their core classes can use the following options:

- a. Summer school
- b. Independent study during the summer.

The parents or guardians of students not passing core classes will be contacted to review possible options.

Students must complete the required Middle School curriculum and be recommended to enter the high school program by the Middle School Principal.

STUDENT SIGN-IN/SIGN-OUT

Students who arrive at school after the school day begins must sign in at the office stating the reason for being late and the time.

Students who leave the building during the day must sign out in the office. If students leave for a scheduled appointment, they must have an out-of-building pass. To receive this pass, they must have a note from their parents/guardian or parents/guardian must call in prior to the time. It is best if this can be taken care before school on the day of the appointment. When students are ready to leave the building, they must sign out in the office giving the reason for signing out and the time. If students return to the building on the same day, they must sign in at the office when they return.

STUDENT TECHNOLOGY

Students will be issued technology devices this year (Chromebooks). They are responsible for their technology and the appropriate use thereof. Students will sign appropriate use agreements. Personal electronic devices (cellular/smart phone, mp3 players, etc.) are discouraged. Personal devices must be off, secured, and essentially invisible during the school day. DLMS and ISD #22 are not responsible for personal electronic devices. School and district policy prohibits video/audio recording of students/staff without their consent and approval of school officials.

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Detroit Lakes Middle School uses video cameras for surveillance on school property including, but not limited to, halls, auditoriums, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal of the school and the teacher of the classroom consent to the surveillance.

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

TARDY POLICY

A primary responsibility of our students is to report to all classes in a timely fashion. All students are expected to be in the classroom, with the necessary instructional materials, prepared to work exactly on time as instructed by your teachers. Being tardy to class is dealt with through Level I discipline referral.

TELEPHONE/MESSAGES

Students need permission to use the telephone in the office during the day. The student phone in the commons will be turned off during the day. Students are not to use telephones in the classrooms. Because of the limited number of phone lines, calls should be as brief as possible.

****Messages for students that are not of an emergency nature will be hung up in the office window. Students should check for messages periodically throughout the day.**

TEXTBOOKS

Textbooks and workbooks are provided free to all students. Students will be asked to cover the books with book covers. We expect normal wear each year in the use of textbooks. Damage that exceeds normal wear and lost textbooks will be charged to the student.

VISITORS

Parents are always welcome at Detroit Lakes Middle School. All parents and visitors must report to the office before going to other parts of the building. Because we need to keep disruptions to a minimum, all other visitations are to be discouraged. Students who would like to bring a visitor must get permission from a Principal at least one day prior to the visit. The student visitor must be in grades 6-8. Non-enrolled students are not to be on campus without permission.

VOLUNTEERS

There are times throughout the school year when the Middle School needs adult volunteers. These times may include class projects, field trips, school parties/dances, classroom tutoring, assisting with clerical tasks, answering the telephone, etc. If you would be interesting in volunteering call the school office at 847-9228.

WITHDRAWAL PROCEDURES

Any student leaving to attend another school withdraws from the Middle School through the student services office. Written requests to withdraw are submitted by the parents/guardian. The student then takes a withdrawal form to each class and has it signed by the teacher who records the grade on the form and certifies that all textbooks and materials have been returned. The student also has the form signed by the librarian indicating that all materials have been returned. All fines and lunch bills must be paid. The form is then returned to the student services office completing the withdrawal process. The process should take an entire school day so please plan accordingly.

POLICY PROHIBITING SEXUAL, RACIAL, AND RELIGIOUS HARASSMENT AND VIOLENCE

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

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

- a. name calling, jokes or rumors;
- b. pulling on clothes;
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing;
- f. offensive or graphic posters, book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, assistant principal or the District Human Rights Officer (847-9271).

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

Your right to privacy will be respected as much as possible.

We will take seriously all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate action based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact your building principal.

SECTION 504 INFORMATION

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

- has a physical or mental impairment which substantially limits one or more major life activities, including activities such as caring for one's self, performing manual tasks walking, seeing, hearing, speaking, breathing, learning or working;
- has a record of such an impairment; or
- is regarded as having such impairment. (34 Code of Regulations Part 104.3)

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

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

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

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

If there are any questions, please feel free to contact Renee Kerzmann, Education Director, at 847-9271.

ACCEPTABLE USE POLICY

All of our schools have access to the Internet. The school district has adopted an acceptable use policy for students using the Internet. In addition, the district is taking steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form needs to be signed by the student and parent before a student is allowed access to the Internet. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available in the middle school office or the district office.

CHEMICAL USE/ABUSE POLICY AND PROCEDURES

Independent School District #22 believes that a positive relationship exists between successful school experiences and sound physical, mental, social and emotional health. It is a belief that any misuse of mood altering chemicals constitutes a hazard to the learning environment and the positive development of students. The school district has a K-12 educational awareness program of chemical use and

dependency and support staff to deal with these issues. The complete policy dealing with chemical use/abuse and the procedures is located in the main office.

CHILD ABUSE/NEGLECT POLICY AND PROCEDURES

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

TITLE IX POLICY NOTIFICATION

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent at 702 Lake Avenue, Detroit Lakes (218) 847-9271 or to the Director of the Office of Civil Rights, Department of Health and Welfare, Washington, D.C.

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

This is a summary of the policy 505. A complete copy of the policy is available at any school or at the Administration Center.

HAZING POLICY

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

PEST CONTROL MATERIALS NOTICE

Detroit Lakes Public School personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Avenue. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

SHELTER IN PLACE/LOCKDOWNS/ALICE

The Detroit Lakes School District wants to ensure the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students should be aware of how to respond during these incidents.

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

Shelter in Place: is a shelter in place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A code yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

ALICE: Is the acronym for Alert, Lockdown, Inform, Counter, Evacuate – These are the non sequential options/expectations for emergency situations in our school. Staff are trained on ALICE measures and this research based method is the most effective countermeasure and is used by many schools and other organizations throughout the country.

Multi Tier System of Supports DLMS School Wide Expectations

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

MIDDLE SCHOOL BEHAVIOR AND RESPONSIBILITY PLAN

Statement of Purpose

The Detroit Lakes Middle School believes that:

- every teacher has the right to teach
- every student has the right to learn

To allow this to occur, students need to learn that they are individually responsible for their actions and attitudes. The process of maturation requires the student to develop the skill of self-discipline. To allow this goal requires continuous communication between teacher, student and parents in terms of expectations of student behavior and the consequences for inappropriate behavior.

School-Wide Behavior Expectations

The purpose of the school-wide behavior expectations is to provide a safe, positive and orderly environment conducive to academic, social and emotional development for our students. To accomplish this goal students are expected to:

- show respect for themselves, others, and all property
- be responsible for their behavior
- cooperate with others
- solve conflicts and problems in a constructive manner
- put forth their best effort and be actively involved and committed to their learning

Behaviors:

Behaviors are classified as Level I and Level II. Level I behavior are usually less severe and are dealt with immediately by the teacher. Level II behaviors are more serious and are dealt with through a referral to the office. Examples of Level I and Level II behaviors are listed below:

<u>Level I Behaviors</u>	<u>Level II Behaviors</u>
• gum/candy/soda • tardies • cheating • running in halls • late/incomplete assignments • note writing in class • not prepared/not dressing for P.E. • littering • public displays of affection • toys/gameboys/headsets • inappropriate behaviors (hitting, pushing, tripping) • disrespect for self and others • destroying personal or others property • inappropriate language	• bullying – intimidating, making others feel unsafe • inappropriate language/gestures • misusing and/or destroying school property • physical/verbal assault • inappropriate dress • sexual/racial/religious harassment • vandalism • weapons • insubordination • truancy • leaving school grounds • alcohol/tobacco/drugs • threats, verbal or written • inappropriate materials • causing injury to others • theft • persistent Level I Behaviors

Level II Behaviors/Disciplinary Referrals:

➤ Procedures

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

➤ **Possible consequences:**

- Restorative Measures
- Detention
- Monetary Repayment
- Non-participation in School Activities
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion
- Exclusion

Definitions:

- **Restorative Measures** – The philosophy and process by which a person who does harm repairs the damage caused so that order is restored to those affected.
- **Detention** – a period of time designated by the school where the student is under the supervision of an adult as a consequence for inappropriate behaviors. Detentions do not occur during the students academic day.
- **Reasonable Force** – Corporal punishment is not be used, but staff may use reasonable force for the purpose of restraining a student to prevent or minimize damage to property or injuries to themselves or other persons. Any staff member may use reasonable force to transport a student to the office or other place where the staff member may secure assistance.
- **Removal from Class** – the short-term removal of a student from class. The student remains in school under the supervision of the administration or designee. There will be an informal administrative conference and the removal will not exceed three class periods.
- **Suspension** – an action by the school administration that prohibit a student from attending school for a period of no more than ten days. Suspension may be in-school or out of school. Students will not be allowed to participate in school activities during the period of the suspension.
- **Expulsion** – an action by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.
- **Exclusion** – an action by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year.
- **Due Process** – the opportunity for all parties involved in an incident to tell their side of the story before a final decision is made.

K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

(This is a condensed version of the policy. The complete policy is in the school office.)

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Every student has the right.....

- To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process law.
- To freedom from racial and sexual bigotry, discrimination, or intolerance.
- To fair, consistent uniformity of application of rules without discrimination or bias within the construction of the total learning environment.
- To air grievances, problems, and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the school and all students.
- To express opinions, feelings, and criticisms, and to make choices.
- To be fully informed orally or in writing of any and all disciplinary charges and reasons for corrective measures taken with an explanation of the evidence school officials have used against him or her.
- To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
- To expect authority to protect these rights.
- To expect a safe, educationally stimulating, non-violent, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.

- To a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.
- To learn in an environment or atmosphere in which there is a fostering of self-discipline as an aspect of responsibility.
- To participate in student activities and organizations.
- To be informed of all policies, rules, and regulations they shall be expected to follow in the classroom, building, school bus, and district via easily understood form using written, visual, and oral approaches as necessary.
- To homebound instruction when extended absence is due to medical reasons.
- To make up work missed during an excused absence without discrimination or harassment.
- To be known, to be somebody, to be appreciated as a person and to be treated with dignity and respect.
- To expect positive behavior by others in the educational setting.
- To avail themselves of the counseling, social, and psychological services provided by the school district.
- To choose their own manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, causes a clear interference with work, or creates disorder in the learning environment, cause others to be intimidated by fear or violence, promotes an illegal activity, is offensive or discriminative in nature.

Every student has the responsibility to ...

- To become knowledgeable about this policy.
- To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society.
- To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
- To know and comply with established school rules and regulations and established school district policies promulgated by local school boards. (MN Statute 120-6, 1974).
- To refrain from disruptive behavior that may interfere with a teacher's right to teach and a students right to learn.
- To attend regularly scheduled class sessions as established by the schools.
- To bring to class materials required for daily classroom use.
- To complete assigned class work on time and according to instructions given by the teacher.
- To accept the authority of faculty and school district officials on school property and during school sponsored off-campus events, on school busses, etc.
- To follow policy and regulations during school sponsored activities away from school regardless of time or place in such a manner as not to impede the safety or educational value of the activity.
- To obey all safety regulations in the educational setting.
- To use appropriate language avoiding cursing, using profanity, or vulgar language.
- To refrain from physical force, verbal abuse, threats, blackmail; the use, sale, or exchange of alcohol or any illegal drugs; smoking; stealing; vandalism; and other illegal activities.
- To bring a written excuse from parent or guardian when returning to school following an absence.
- To accept the consequences of actions committed outside the boundaries of the rights.
- To communicate with appropriate school staff if there are grievances, problems, or concerns regarding the learning environment.

B. Staff Responsibilities

- Each staff member shall become knowledgeable about this policy; staff members are required to instruct students, where appropriate, about the contents of the discipline policy.
- To encourage, in students, self-discipline and respect for authority.
- To treat students with dignity.
- To recognize individual differences among students.
- To insure the enforcement of school rules as listed in the student handbook.
- To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy.
- To record and report classroom discipline problems to the building administrators.
- To confer with support personnel for possible solutions to discipline problems.

II. THE FOLLOWING SCHOOL BOARD POLICIES APPLY DISTRICTWIDE:

Students may be subject to disciplinary action for conduct that has a direct and immediate effect on the discipline or general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of the school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to:

A. Assault:

1. **Verbal Assault:** Abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including but not limited to conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental characteristics.
2. **Physical Assault:** Is an act that intentionally inflicts or attempts to inflict bodily harm upon another.
- B. **Damage/Loss to School and Personal Property**
 1. **Vandalism:** Damage to or destruction of school property or property of others by students.
 2. **Theft:** The act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
- C. **Disruptions**
 1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist.
 2. **School Disruptions:** Any action that disturbs or interrupts the peace and good order of the school or school-sponsored activities.
 3. **Failure to Identify Oneself:** Failure to provide proper/correct identification or information upon request of a staff member.
 4. **Student Attire.** Students are expected to be appropriately dressed and acceptably groomed for school at all times. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities, including, but not limited to, gloves, bandanas, shoestrings, wristbands, and jewelry which are likely to cause others to be intimidated by fear or violence. Student dress should comply with reasonable standards of cleanliness, safety, and should not be offensive, discriminatory, or disruptive to the operation of the school. Student dress should not display emblems, designs or insignias that promote an illegal activity.
- D. **Weapons**

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

 - Any device other than a firearm that constitutes a dangerous weapon within the meaning of Minnesota Statute 609.66, which means:
 - Any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm.
 - Firearm, as defined in this policy, including destructive devices.
 - Replicas or look-a-likes as defined by Minnesota Statute 609.713, subd. 3 (b) (2).
 1. **Possession or use of a weapon:** Possession or use of a weapon is prohibited. Anyone found to be in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action. All weapons or instruments which have the appearance of a weapon are prohibited within all school environments, except for educational purposes as authorized in advance by the building principal or designee.

No person may knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use an instrument that is considered a weapon or a replica or look alike in school, on school grounds, at school activities, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school-owned buildings and grounds, leased or owned, and within all school-owned, leased, or contracted vehicles.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.
 2. **Possession of a chemical agent:** Possession of a chemical agent that is not a destructive device, such as mace, for purposes of deterring criminal or violent conduct or for self-protection from such conduct is prohibited under this policy unless the student receives prior authorization from school district officials. Any student authorized to possess mace or other chemical as a deterrent or for self-defense is prohibited from using such object for any other reason.

Weapons:

(a) "Firearm"

Definition: means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device for the purpose of this definition only, as defined in 18 U.S. C. 921(a)(4).

- Report of a student in possession of a firearm:
- Report of a person with a firearm out or shots fired
- Corrective action including but not limited to:
 1. Mandatory confiscation of weapon by police
 2. First offense: Expulsion from school for a period of not less than one year except that the Superintendent of Independent School District #22 may modify the expulsion requirement for a student on a case-by-case basis.

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

Definition: means any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm. The following are examples of dangerous weapons, excluding firearms, but are not limited to: ammunition, knives of all types, clubs, numchucks, black jacks, lead pipe, throwing stars, metal knuckles, darts, chains, or unauthorized tools; explosives, including fireworks, fire crackers, smoke bombs or other chemicals; flammable or combustible liquids; and any other device or instrument used to intimidate, threaten, or inflict harm

(c) **Any object used to inflict bodily harm and/or intimidate, or cause fear.** The following are examples of such objects but not limited to: belts, combs, pencils, files, compasses, scissors, poisonous chemicals, replica firearm: as set forth in M.S. 609.71, Subd.

- Corrective Actions would be the same as those for weapons excluding firearms (b).

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

1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities. Corrective actions are the same as those for alcohol. Suspensions may be in-school or out of school.
 - Use of Tobacco: Tobacco use or possession by students is prohibited at school, on school buses, at school-sponsored activities, and on school grounds. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
 - Inhalants: Students are prohibited from using, possessing, distributing, or being under the influence of an inhalant at school, on school grounds, at school-sponsored activities, or on school buses. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
5. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited on school grounds, on school buses, and at school and school-sponsored activities.

F. **The following also constitute unacceptable behavior.**

- Willful conduct which materially and substantially disrupts the right of others to an education;
- Willful conduct which endangers school district employees, school bus drivers or chaperones, the pupil or other pupils, or the property of the school; or
- Willful violation of any rule of conduct specified in this discipline policy.

G. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Detroit Lakes Middle School Physical Education Information

At DLMS, Health and Physical Education serves the entire student population daily. Our mission is to foster a healthy lifestyle in all students by providing developmentally appropriate Health and Physical Education for every child. The intent is to provide children of all abilities and interests with a foundation of knowledge and movement experiences that will allow them to make healthy choices.

DLMS provides each student with a lock that is to be returned at the end of the year. If a lock is not returned the student will be charged \$8. Our department uses Glencoe Teen Health: Course 3 textbooks for our Health units. Students will need to bring their planner, notebook, homework folder, and writing utensil to Health instruction. For Physical Education, 7th/8th grade students must change out of their school clothes into an appropriate t-shirt or sweatshirt; shorts or sweat pants; and appropriate tennis shoes. Shoes must be tied tightly for safety reasons. Clothes should be appropriate for active outdoor participation in Minnesota. Tank tops, sleeveless shirts, jean shorts or boxer shorts are not appropriate attire.

Active participation is expected unless a student is sick or injured. Students will not receive their daily participation points when sitting out or absent and will be expected to complete make up work. A note from a parent or guardian will excuse the student from class. If a student is not able to participate for more than three days due to an injury or illness, a physician's note is required. Any excused absence must be made up within the date assigned by the teacher.

To see our complete Health and Physical Education requirements and curriculum visit the DLMS website and click on Physical Education.

2022-2023 Middle School Events Calendar

<u>Date</u>	<u>Event</u>
Wednesday, August 31	MS Open House 4:00-6:00
Tuesday, September 6	Opening Day of School
Wednesday, Sept. 14	Middle School Picture Day
Wednesday, Oct. 5	Early Dismissal
Friday Oct. 14	Trimester I Progress Report
Thursday, Oct. 20	No School – EM Break
Friday, Oct. 21	No School – EM Break
Thursday, Oct. 27	Parent/Teacher Conferences 4:00-8:00
Tuesday, Nov. 1	Parent/Teacher Conferences 4:00-7:00
Wednesday, Nov. 2	Early Dismissal
Wednesday, Nov. 23	Trimester I Ends
Thursday, Nov. 24	No School – Thanksgiving
Friday, Nov. 25	No School – Thanksgiving
Thursday Dec. 22 – Monday Jan, 2	No School – Winter Break
Tuesday, Jan. 3	Teacher Inservice – No School
Wednesday, Jan. 4	Classes Resume
Monday, Jan. 16	Holiday - No School
Friday, Jan. 20	Trimester II Progress Report
Wednesday, Feb. 1	Early Dismissal
Monday, Feb. 20	No School - Presidents Day
Tuesday, Feb. 21	Teacher Inservice – No School
Wednesday, March 1	Early Dismissal
Friday, March 3	Trimester II ends
Tuesday, March 7	Parent/Teacher Conferences 4:00 - 7:00
Thursday, March 9	Parent/Teacher Conferences, 4:00 - 8:00
Monday, March 13	No School – Holiday
Tuesday, March 14	Teacher Inservice – No School
Friday, April 7 – Monday, April 10	No School – Spring Break
Friday, April 14	Trimester III Progress Report
Thursday, May 25	End Trimester III, Semester II/Last Day of School
Friday, May 26	No School – Teacher Inservice/Checkout

Grade Check Template Trimester I

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Grade Check Template Trimester II

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Grade Check Template Trimester III

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Action Plan(s) for grade improvement:

Trimester I

Trimester II

Trimester III

**Welcome to the 2022-2023
school year!**

Inside, you will find procedures and
guidelines for students and families
at Roosevelt Elementary School.



Roosevelt Elementary School Student and Family Handbook

2022-23

Intro

Info A - C

Info D - J

Info K - R

Info S - Z

Misc.

Staff
Directory

Roosevelt Mission: Our purpose is to provide each Roosevelt student with the skills, knowledge and understanding to be successful in the next phase of their life.



Roosevelt Elementary School
510 11th Ave
Detroit Lakes, MN 56501
(218)847-1106

Twitter: @DLLittleLakers
Instagram: dllittlelakers
Facebook: Detroit Lakes Public Schools

Introduction



Trisha Mariotti
Principal



Margaret Doll
Assistant Principal

Welcome to Roosevelt Elementary School!

Our Student and Family Handbook is designed to share some of the policies and procedures that have been formulated to promote the successful operation of our school.

We ask both parents and students to read it and keep it for future reference.

Our dedicated and hard-working staff look forward to the exciting days ahead when we are able to work with your children. We encourage you to be in touch with your child's teacher and our school.

Twice a month, you will receive an electronic newsletter that will include important upcoming dates, events and news from school. This information will also be available on our school website. The Detroit Lakes Public School District also has a Facebook and Twitter page.

We appreciate your continued support, value your opinions and encourage communication between home and school.

Welcome / Welcome Back to Roosevelt Elementary School!

It's going to be a great year!

Sincerely,

[Trisha Mariotti](#), Principal
Roosevelt Elementary
218-847-1106 ext. 4401

[Maggie Doll](#), Assistant Principal
Roosevelt Elementary
218-847-1106 ext. 4402

[Detroit Lakes Public Schools District Webpage](#)

[Detroit Lakes Public Schools Facebook Page](#)

@DLPublicSchools



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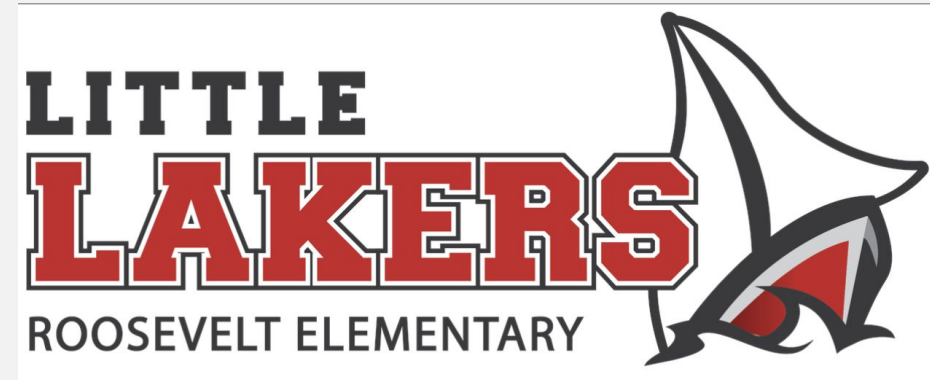
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General Info: A through C

ACCEPTABLE USE POLICY

All of our schools have access to District-provided wifi. The school district has adopted an acceptable use policy for staff and students while accessing the District wifi and school devices. In addition, the district is taking steps to prohibit access by students to inappropriate materials on the Internet. Each student and parent will sign the acceptable use policy. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available by request at school or the district office.

ADDRESS

Roosevelt Elementary School
510 11th Ave
Detroit Lakes, MN 56501

APPROPRIATE DRESS

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

ARRIVAL TIME

Elementary teachers begin each day at 7:50 a.m.

The school day begins at 8:20 a.m.

Students should be dropped off in the south parent parking lot ONLY.

The upper parking lot is for staff and buses. Please follow this for your child's safety.

ATTENDANCE PROCEDURE

Philosophy

School attendance is the combined responsibility of the student, the parents and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. For a student to realize their full learning potential, **daily** class attendance is important.

Definitions

Excused absence:

This is an absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools or those deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absence: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as an excused absence include those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home, and family vacations. Any absence for participation in a school sponsored activity shall be considered an excused absence.



General Info: A through C...continued

Unexcused absence:

This is an absence from school without a valid excuse. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home and part or full-time work.

Continuing truant:

A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures

Absence Reporting Procedures:

The school should be contacted on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. The district also reserves the right to request a signed note from a doctor or other appropriate medical documentation for absences due to illness or other medical reasons.

Advance Notice:

If a family knows that a child will be absent in advance for reasons such as dental or medical appointments, the district requests that the parent/guardian notifies the school in writing or phone call in advance with the reason for the absence.

Continuing Truancy:

Upon classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;
- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.



General Info: A through C...continued

A copy of this letter shall also be sent to county social services. On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines:

The following guidelines regarding a tardy and absences have been set:

Tardy - Any student who arrives at school after the 8:20 bell in the morning.

Unexcused tardy - Students coming late to school without a note or parent contact.

Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 9:00 a.m. are considered absent for the A.M.

Afternoon absence - Students leaving before 2:00 p.m. are considered absent for the P.M.

Make-Up Work:

Students who are absent for any reason will be required to make-up work missed in each class. Teachers will encourage and assist students in this process. If students are going to be gone for a period (family trip, for example), parents should contact the classroom teacher in advance to get makeup work for the student to do while gone (ie. at least two days before the absence is to occur).

BACKGROUND CHECKS

Employment and services criminal history background checks -

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

BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS

Children who ride bicycles to school as a necessary means of transportation are not allowed to ride on the school grounds during the school day. Note: the school will not be responsible for their security and recommend that they be parked and locked in the bike rack on the south entrance of the building.

BREAKFAST PROGRAM

Breakfast is free to all Roosevelt students and is served from 7:50 to 8:15 am.



General Info: A through C...continued

BUS TRANSPORTATION

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or District buses (847-9271). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school administrator, behavior interventionist and/or school counselor is responsible for dealing with the consequences for concerns that arise on the school bus. Failure to abide by the rules of conduct may 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 transportation questions regarding busing, please call Kathy Boelter at the Administration Office at 218-847-1106.

CALENDAR

Click [here](#) to view the 2022-23 school calendar.

CHANGE OF INFORMATION

Parents are asked to keep the school office informed of any changes of address, phone number and any other pertinent emergency information. It is extremely important that we be able to contact a student's parents in the event of illness or other emergencies.

CHEMICAL USE/ABUSE POLICY AND PROCEDURES

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

Statement of Philosophy

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

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



General Info: A through C...continued

CHILD ABUSE/NEGLECT POLICY AND PROCEDURES

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

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

CLOSINGS / DELAYS

Inclement weather may result in a decision to start late, dismiss early, or to cancel classes for the entire day. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. District Instant Alerts, the Facebook page and/or communication from your children's teacher may also be other avenues to obtain this information.

It is important for our phone line to remain open during closing situations. For this reason, **please listen to the radio, check the news, Facebook or your child's Seesaw account . Do not call the building directly.**

In addition, children living in rural areas should have an alternate place to stay in case buses cannot run. Please make arrangements with someone you know in town so that your child(ren) will have a place to stay in case of an emergency. (This information is requested on your child's registration card.)

Children who do not have a storm home will be kept at school if arrangements cannot be made.

CONFERENCES - PARETN/TEACHER

Parent/teacher conferences are scheduled on the school calendar two times each school year. In addition to this, other individual conferences may be scheduled as needed. Parents are encouraged to contact the school at any time they have a concern.

COUNSELOR

Roosevelt Elementary currently has two counselors. Students are encouraged to make use of the counselor's services whenever they are needed.



General Info: D through J

DISCIPLINE POLICY

The Detroit Lakes School board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

It is the policy of Independent School District #22 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

All pupils who attend school in ISD #22 shall comply with the regulations established by the school administration, with the policies established by the Board of Education, and shall recognize the authority of the teachers and principals of the district's schools. District employees or agents of the district shall not Intro in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

The district activity calendar contains the district wide discipline policy, sent in the mail before school starts. Parents are encouraged to review the policy with their children. Additional copies are available upon request.

BEHAVIOR EXPECTATIONS

Belief Statements:

- We believe ... that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.
- We believe ... that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe ... in Positive Behavior Interventions and Supports (PBIS).

The Purpose of a Discipline Plan

This plan was created with the following goals in mind:

- 1) To develop an atmosphere in which all staff and students treat each other with respect.
- 2) To provide all staff and students with the necessary skills to effectively work, play, and solve problems together.
- 3) To consistently recognize positive choices made by students and staff.
- 4) To provide consistent, structured consequences when students do not utilize good decision making skills on the playground.
- 5) The purpose of any consequence is to assist the student in making better behavior choices in the future.



General Info: D through J...continued

The Discipline Plan

Our school is practicing **Positive Behavior and Intervention Support**. PBIS is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn. This applies to all age groups in all situations. The school theme for PBIS is "Ride the Wave of Good Behavior". This is the basis for agreement between staff members and students and among the students about behavior and expectations (social and academic). We encourage you to learn about them (ask your child) and ask that you do everything you can to reinforce them at home.

Behavioral expectations at Roosevelt are based on good decision making, responsibility, and respect toward self and others. Students will be given reinforcement for their appropriate behavior and choices. Discussions and reteaching regarding inappropriate behavior will be part of the process of teaching our students how to be **Kind, Safe and Ready**. Students having difficulty following school rules will discuss their choice with an adult. If a student chooses to not follow the behavior expectations indicated, the student will be provided with intervention support.

There are times when behavior problems occur and need to be dealt with in order for the environment to be maintained. When students exhibit behaviors that do not follow the established expectations, we must first and foremost use it as a teaching opportunity to re-teach and model the expected behavior. Students who are not exhibiting expected behaviors must have a conversation with a staff member.

Our goal this year is to develop consistency in the nature of the office referrals. We have developed staff-managed behaviors and office-managed.

Teacher/staff managed behaviors include: inappropriate language, disruption, property misuse, physical aggression, and defiance/disrespect.

Interventionist/office managed behaviors include: abusive language, insubordination, fighting/physical aggression, vandalism/property damage, and harassment.

Parent involvement in disciplining and/or cooperating with the consequences of the misbehavior is extremely valuable to us as a staff, and, more importantly, to the child. It is our hope that we can work together to solve and to UNDERSTAND the conditions that cause the inappropriate behavior. Every child deserves an opportunity for a discussion regarding the issue.

The most important piece of the process to remember is that when consequences need to be given in order for the child to learn how to change his/her behavior...the student needs to learn that s/he made a mistake and must learn how to do it the right way the next time. This is where the staff-student conversation and reteaching/modeling is so valuable.



General Info: D through J...continued

DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

This is a summary statement of Policy 505. A complete copy of the policy is available at any school or the district administration center.

EMERGENCIES/ACCIDENTS/ILLNESS

Unfortunately, children may get sick or injured at school from time to time. For this reason, it is critical that we have the name and phone number of a neighbor, relative, or friend in case we cannot reach parents. In the event that no one with authority to seek medical attention can be contacted, we will do what we consider to be in the best interest of the child.

FIELD TRIPS

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips, but further permission slips may be needed.

GRADING

Parents may follow student progress on the Skyward web-based system (password protected so only you see your child's grades).

HAZING POLICY

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

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

HOURS

School hours are from 8:15 a.m. to 3:25 p.m. for grades K-5. Teachers will begin morning procedures at 8:15. Instruction begins promptly at 8:20 a.m. Parents may wait in their vehicles until students are released at 3:25 p.m.



General Info: D through J...continued

ILLNESS

If your child is in school and doesn't feel well, he or she will be sent to the Health Office to visit the Health Assistant. The following symptoms means the child will be sent home: Fever, vomiting, diarrhea, head lice, impetigo, pink eye, chicken pox, measles, and any other infectious diseases. Complaints of stomachaches and headaches will be treated in the following manner: The child will be allowed to rest in the sick bay area until they feel better. If the child begins to feel better, he or she will be sent back to class. If they do not feel better, the parents will be notified to come and pick up the child.

The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signs a permission slip. **Students are not allowed to carry any medicine on them; it needs to be kept in the health office at all times.**

If your child is required to take prescription medicine during school hours it is imperative that the parents sign a permission slip as well as the doctor. Forms are available in the Health Office. If this is not done, school personnel cannot give the medicine. For safety reasons, we keep all medicines locked in a cabinet in the Nurse's Office. If you have any questions regarding medicines, please contact Jean Schwartz, School Nurse (847-9228).

It is important for the health office to have current parents' phone numbers as well as having two other emergency contacts on file so the school can contact someone should the need arise.

IMMUNIZATION

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

INSURANCE

The district does not carry insurance on students. You will, however, have the opportunity to take out insurance at group rates. Information is sent home to you early in the school year. If you have any questions at that time, please feel free to call and we will try to answer your questions. If you do not have family insurance, you might want to consider enrolling your children.



General Info: K through R

LOCKERS

Lockers or coat hooks are assigned to students to store backpacks and apparel in during the school day. Students should refrain from storing valuables (money, electronics, etc.) in lockers. School officials may inspect lockers, without student permission, at any time when there is probable cause for such inspections.

LOST AND FOUND

All lost articles found at school are kept where children or parents may claim them. You can assist us at school by marking items to help us find their owners. Items are periodically donated to local charities. We will notify you when this is so you can do a check for personal items.

LUNCH PROGRAM

A well-balanced lunch is served each day.

If children prefer, they may bring a cold lunch instead. Milk may be purchased at \$.45 by the student who brings a cold lunch from home. Another option is to purchase a sack lunch. This is a cold lunch which meets the same requirements as our hot meals. Children who go home for lunch must bring a signed note granting permission.

*****Please refrain from sending pop with lunches - it is against federal lunch regulations to have pop in the lunchroom during lunch hours. Also, we continue to encourage our students to make healthy choices.**

Children will be offered rather than served all items. Students will be able to select three of the four food groups offered. This will eliminate some of the tray waste schools normally experience.

Please fill out the Educational Benefits Form (...formerly known as the Free and Reduced Lunch Form). **Only BREAKFAST is FREE for the upcoming 2022-23 school year. Everyone should PLEASE continue to complete this form - especially if your child will qualify for FREE /Reduced lunch.** Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), MN Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster, homeless, migrant and runaway children can qualify without reporting household income.

The **MILK/JUICE BREAK** program is purely optional. Parents may pay for half a year in September and again in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily. Snacks should be nutritional in nature.

The Skyward system is a family based system. This means that money sent to the district will be deposited in a family account. As your children eat, lunch money will be taken from the family account. This means that if you have more than one child in the district, that money for lunch has to only be sent to school with one of your children, which will be deposited in your family account.



General Info: K through R...continued

LUNCH MONEY

A family wishing to purchase lunch or breakfast for their children should do so in the following manner:

- 1) Lunch money can be paid at any of the schools or from home via the internet (using credit card). If paying by check, be sure the student's name is on the check (on the memo line). Please strive to keep a positive balance. You will be able to check this online.
- 2) Each student will have an account number credited with the amount you send and deducted with each meal eaten. **(We cannot make change. The amount you send will be the amount credited to your account.)**
- 3) ONLY Breakfast is FREE for all Roosevelt students.
- 4) Weekly bills will be sent out when a student's balance goes below zero.

MONEY, VALUABLES, AND PERSONAL PROPERTY

Parents are encouraged to **put money for lunch in a sealed envelope with your child's name on it**. Please pay by check whenever possible. If a child finds or loses any money, he/she should report it to the teacher. The school is not responsible for toys or valuables which get lost or damaged at school.

Electronics, toys, jewelry, and large sums of money should not be brought to school. If items are lost, they are the responsibility of the student, not the teacher or school. Student cell phone use is not permitted during the school day.

NEWSLETTER

Our electronic newsletter - the Roosevelt Revelations - will be sent out to families twice a month to help keep parents informed about upcoming events. Your attention to this is appreciated. The newsletter will also be posted on the Roosevelt School website.

NOON HOUR

Students go outside for recess. We know that physical activity is healthy for children. Students are asked to dress according to weather conditions. Suggested winter wear for children during cold weather months are a warm coat, hat, mittens, snow pants, and winter boots. **Children are able to go out for recess with weather temperature or wind chill temperature at or above -9 degrees.** Noon duty supervisors oversee activities in the hallways and on the playground.

OPT OUT FORM FOR MCA TESTING

Click [here](#) to access a copy of the opt out form for MCA testing.



General Info: K through R...continued

PARENT/STUDENT RIGHTS IN IDENTIFICATION: EVALUATION AND PLACEMENT (Section 504 of the Rehabilitation Act of 1973)

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

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.
(34 Code of Federal Regulations Part 104.3)

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

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

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

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

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

PARENT TEACHER ORGANIZATION (PTO)

There is a PTO at Roosevelt School. Everyone with a child in school is automatically a member. There is no membership fee. The PTO of Roosevelt Elementary is the link to create a caring partnership between students, family, school, and community. Meeting dates will be published in Roosevelt Revelations.



General Info: K through R...continued

PEST CONTROL MATERIALS USED

Detroit Lakes Public School personnel may use pest control items inside or school grounds as needed.

Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at the district office located at 702 Lake Ave. Parents of a student may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PETS

Due to many student allergies, along with safety concerns, bringing in pets and animals for show and tell is discouraged.

PHYSICAL EDUCATION

All classes will have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written recommendation requesting they do not participate. Physical education is important and increases student health.

PROGRESS REPORTS / REPORT CARDS

Report cards will be used in grades K-5. Report cards will be issued at the end of each trimester for students in grades K-5. If you have any questions or concerns regarding your child's progress, please contact your child's teacher directly.



General Info: S through Z

SEARCHES OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND A STUDENT'S PERSON

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

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

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

SCHOOL WEB PAGE

The Roosevelt School Web page can be accessed www.dlschools.net. If there is something you'd like to see on our website, please contact us. Also, follow the Detroit Lakes Public School Facebook page.

SEXUAL, RACIAL AND RELIGIOUS HARASSMENT AND VIOLENCE POLICY

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

General Info: S through Z...continued

7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer or your building administrator.

SAFETY DRILLS

The Detroit Lakes School District wants to ensure the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students should be aware of how to respond during these incidents.

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

CODE YELLOW is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A Code Yellow may be used for a variety of situations, such as a medical emergency, and there is no reason to panic.

CODE RED is an Emergency where all students and staff must either take shelter in a room or move to safety quickly. It is an unstable and dangerous situation that will stop all school functions and involve law enforcement officers. A Code Red means you must get to the nearest safe place right away. If students are outside of a classroom, they immediately hide or move to somewhere safe. If they are outside, they will go to the school evacuation point and wait there.

STATEWIDE COMPUTER REPORTING SYSTEM

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your child. This information is in turn provided to the Minnesota Department of Children, Families and Learning. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

This information is used to determine how much money your school district receives from the state and federal government, to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

The school district will use all social security numbers currently collected unless a parent and/or student withdraws that permission. If you choose to withdraw that permission, please notify the school your child presently attends.



General Info: S through Z...continued

STUDENT PROMOTION, RETENTION, AND PLACEMENT

It is the belief of the Board of Education, administration, and the teaching staff of School District #22, that promotion, retention, and placement of students must be planned to permit the flexibility that recognizes individual differences. Factors such as academic achievement, student performance, social and emotional factors, and a student's special education Individual Education Plan (IEP) shall be considered. Efforts shall be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement shall be made by the principal after thoughtful consultation and reviewing recommendations from teachers, parents and other resource persons. The complete copy of the policy can be obtained at the school or district office.

STUDENT DROP-OFF/PICK-UP

Because of our large campus, (approximately 1,400 students and over 250 staff members at Roosevelt and the Middle School combined), our areas are extremely congested before and after school. Please remind your child to proceed with caution to the nearest sidewalk. To reduce congestion in our hallways, when picking up students after school, please wait inside your vehicles, or outside of the school until dismissal time.

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Roosevelt Elementary uses video cameras for surveillance on school property including, but not limited to, halls, playgrounds, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at any 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.

TELEPHONE

The telephone number at Roosevelt School is 847-1106. Feel free to call the office when you have a question or problem in which we can be of help. **Please call prior to 2:00 p.m. with any student messages.** If you call later, we cannot guarantee that they will be effectively delivered due to the busyness of that part of the day. Thank you for your help with this matter.

We do not interrupt classes with phone calls during the day. Teachers and students will not be called from class unless it is an emergency. Messages will be relayed for you.

Our phone is for necessary school-related business so students must have their teacher's permission before using the phone. After school arrangements should be pre-planned. If normal after school arrangements change, please write a note to the teacher or put a note in your child's student planner if possible. Students calling home regarding playing or staying with someone else after school are not permissible. In the event of any illness or injury, someone in the office will make the call. Students will not make their own calls for illness or injury.

General Info: S through Z...continued

Elementary students are not allowed to use cell phones or to have them out in school. We cannot guarantee the safety of cell phones with many students having hooks, not lockers. If a child is observed to be using a cell phone during the school day, the teacher will keep the cell phone until the end of the day. If it happens again, the parent will be called and will be the only person that will be able to pick up the cell phone from the teacher.

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (218-847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

TOBACCO

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This shall include school buildings, grounds, and school-owned vehicles.

WEAPONS

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

WELLNESS POLICY

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

WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents are asked to notify the school at least several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and records to the new school.



Miscellaneous Info

Roosevelt Elementary Communication / Contact Info

<u>Topic of Concern</u>	<u>Best Contact(s)</u>	<u>Contact Info/Email Address</u>
General School and Lunch Account Questions	Connie Johnson - Administrative Asst.	conniejohnson@detlakes.k12.mn.us
Student Records, Registration/Enrollment and Transfer Paperwork; Attendance Questions	Kelly Westrum - Administrative Asst. to the Principal	kwestrum@detlakes.k12.mn.us
Homeless Support; Attendance Concerns	Ally Knutson - Homeless Liaison/Truancy Counselor	aknutson@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us

<u>Topic of Concern</u>	<u>Best Contact(s)</u>	<u>Contact Info/Email Address</u>
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	Staff Directory
Health Questions	Julie Hokanson - Health Assistant	jhokanson@detlakes.k12.mn.us
Student Support Groups; Individual Counseling; Behavior Support; Parenting Questions	Paula Jones-Johnson; Mackenzie Hoffman Samantha Murphy	pjonesjohnson@detlakes.k12.mn.us mhoffman@detlakes.k12.mn.us smurphy@detlakes.k12.mn.us
Transportation	Kathy Boelter	kbolter@detlakes.k12.mn.us
Latchkey - After School Care	Sandy Westrum	swestrum@detlakes.k12.mn.us
Roosevelt PTO		roosevelt_pto@hotmail.com
Latest News and Updates	Trisha Mariotti - Principal Maggy Doll - Asst. Principal	tmariotti@detlakes.k12.mn.us mdoll@detlakes.k12.mn.us Detroit Lakes Public Schools Website Twitter page



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Lower Level of Roosevelt Elementary School - 1st Floor



Upper Level of Roosevelt Elementary School - 2nd Floor



Staff Directory

2022-23 Roosevelt Elementary School Staff

Administrative Assistants: [Connie Johnson](#) and [Kelly Westrum](#)

Kindergarten	Maria Amundson , Rachel Guler , Diana Hedstrom , Kara Stenger and Nicolle Suihkonen
Grade 1	Emily Bliss, Laura Flint, Kelsey Fode, Julie Hanson and Luke Karlgaard
Grade 2	Lynn Cihak, Susan Jordan, Krystal Meyer and Amy Porter
Grade 3	Sarah Newman, Carla Otten, Sadie Skrove and Mary VonRuden
Grade 4	Amanda Craig, Markus Okeson, Rachel Solum, and Hailey Swiers
Grade 5	Sam Bergren, Tyler Fode, Shelby Laymon and Val Schultz
Instructional Coaches	Brady Baxter, Pam Daly, Rhonda Fode and Jill Perkins
Reading/Math Interventionists	Deanna Baukol, Belinda Freeman, Sherri Johnson, Tammy Langworthy and Jennifer Olson
Media Center Specialist	Sara Boeckel
Music	Bill Broderius, Annette Rice and Tanya Carney
Physical Education	Todd Dwyer, McKenzie Oistad and Todd Jackson
Adaptive Phy Ed	McKenzie Oistad
Nurse/Health Assistant	Jean Schwartz and Julie Hokanson

School Psychologists	Sara Jensen-Fritz and Kim Sayer
School Counselors	Paula Jones-Johnson and Mackenzie Hoffman
Occ. Therapist/COTA	Jackson Judisch
Speech/Language Pathologists	Anita Henderson and Jill Schramel
ELL	Meredith Gulseth
Special Education Instructors	Ally Nielsen, Natalie Neal, Lisa Provo, Jillian Lundberg, Brigitte Kellenberger, Rika Quittschreiber, Kayla Thompson, Linda Shaw and Preston Teske
Behavior Interventionist	Samantha Murphy
Title XI Coordinator	Joe Carrier
Physical Therapist	Kristen Carlbom
D/HH Instructor	Karen Kalk
Education Assistants	Deb Baker, Arlene Bakker, Shiloh Barrows, Lorie Blomseth, Kelly Bristlin, Betty Disse, Ashley Francis, Melvina Grose, Barb Groth, Mary Haynes, Alycia Holm, Kristi Husby, Angie Johnson, Machele Krengel, Ivy McGuire, Ruth Lage, Kari Lane, Sue Livermore, Carol Maristuen, Ashley McDougall, Britt Moore, Tonia Nelson, Maja Rolland, Mason Sampson, Connie Skersick, Vicky Skinner, Val Soberg, Mary Sundby, Michelle Tappe, Traci Totland, Tiffanie Trautman and Sue Woytassek
Special Ed Secretary	Heather Seaberg
Noon Duty Supervisors	Shiloh Barrows, Lorie Blomseth, Kelly Bristlin, Sue Livermore, Ivy McGuire, Mason Sampson and Sue Woytassek
Food Service Team	Gwen Daley, DeeLaine Sperl and Barb Wilson
Lead Custodian/Staff	Craig Blank, Joe Johnson, Kathy Johnson, Jerry Ladwig, Mark Nelson and Brian Skarie





EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 22
(DETROIT LAKES PUBLIC SCHOOLS)
BECKER AND OTTER TAIL COUNTIES, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 22 (Detroit Lakes Public Schools), Becker and Otter Tail Counties, Minnesota, was held in the School District on August 22, 2022 at 5:30 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL
BOARD TO ISSUE GENERAL OBLIGATION SCHOOL
BUILDING BONDS, SERIES 2022A, IN THE MAXIMUM
AGGREGATE PRINCIPAL AMOUNT OF \$2,435,000; AND
TAKING OTHER ACTIONS WITH RESPECT THERETO**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 22 (Detroit Lakes Public Schools), Becker and Otter Tail Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) At a duly called and regularly held special election on November 6, 2018, the voters of the District approved the issuance and sale by the District of general obligation bonds for the acquisition and betterment of school sites and facilities in the maximum principal amount of \$49,880,000 pursuant to Minnesota Statutes, Chapter 475, as amended (the "Act").

(b) The purpose of the bonds as approved by the voters is to provide financing for the acquisition and betterment of school sites and facilities, including the construction and equipping of additions, interior and exterior renovations, and improvements to the District's existing school sites and facilities (collectively, the "Projects").

(c) On January 31, 2019, the District issued its General Obligation School Building Bonds, Series 2019A, in the principal amount of \$47,445,000 pursuant to the Act, in accordance with the authority granted by District voters, leaving a remaining unused voter-approved bond authority of \$2,435,000.

(d) It is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation School Building Bonds, Series 2022A (the "Bonds"), in the original aggregate principal amount of \$2,435,000, pursuant to the Act, to provide financing for the Projects.

2. Covenant as to State Credit Enhancement.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education (the "Commissioner") of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the "Credit Enhancement Act") to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the "Paying Agent"), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to

comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Director of Finance and Operations of the District are authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the "Municipal Advisor"), to serve as the independent municipal advisor for the District with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

4. Acceptance of Proposal. The Board shall meet at the time and place specified in the Preliminary Official Statement to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District ("Bond Counsel"), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the "Reimbursement Regulations") provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the "Declaration") described below to reimburse certain costs:

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Projects. The District may reimburse original expenditures made for certain costs of the Projects from the proceeds of the Bonds in an estimated maximum principal amount of \$2,435,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) "preliminary expenditures" up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Projects for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond

issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Projects, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described in Section 7(a), above, are consistent with the District's budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District's budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon the following director voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTIES OF BECKER) ss.
AND OTTER TAIL)
)
INDEPENDENT SCHOOL)
DISTRICT NO. 22)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 22 (Detroit Lakes Public Schools), Becker and Otter Tail Counties, Minnesota (the "District"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District's General Obligation School Building Bonds, Series 2022A, in the maximum aggregate principal amount of \$2,435,000.

WITNESS My hand as such Clerk this ____ day of _____, 2022.

Clerk of the School Board
Independent School District No. 22 (Detroit Lakes Public
Schools), Becker and Otter Tail Counties, Minnesota

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Detroit Lakes Public Schools I.S.D. No. 22

Estimated Tax Rates for Capital and Debt Service Levies

Existing Commitments and Proposed New Debt

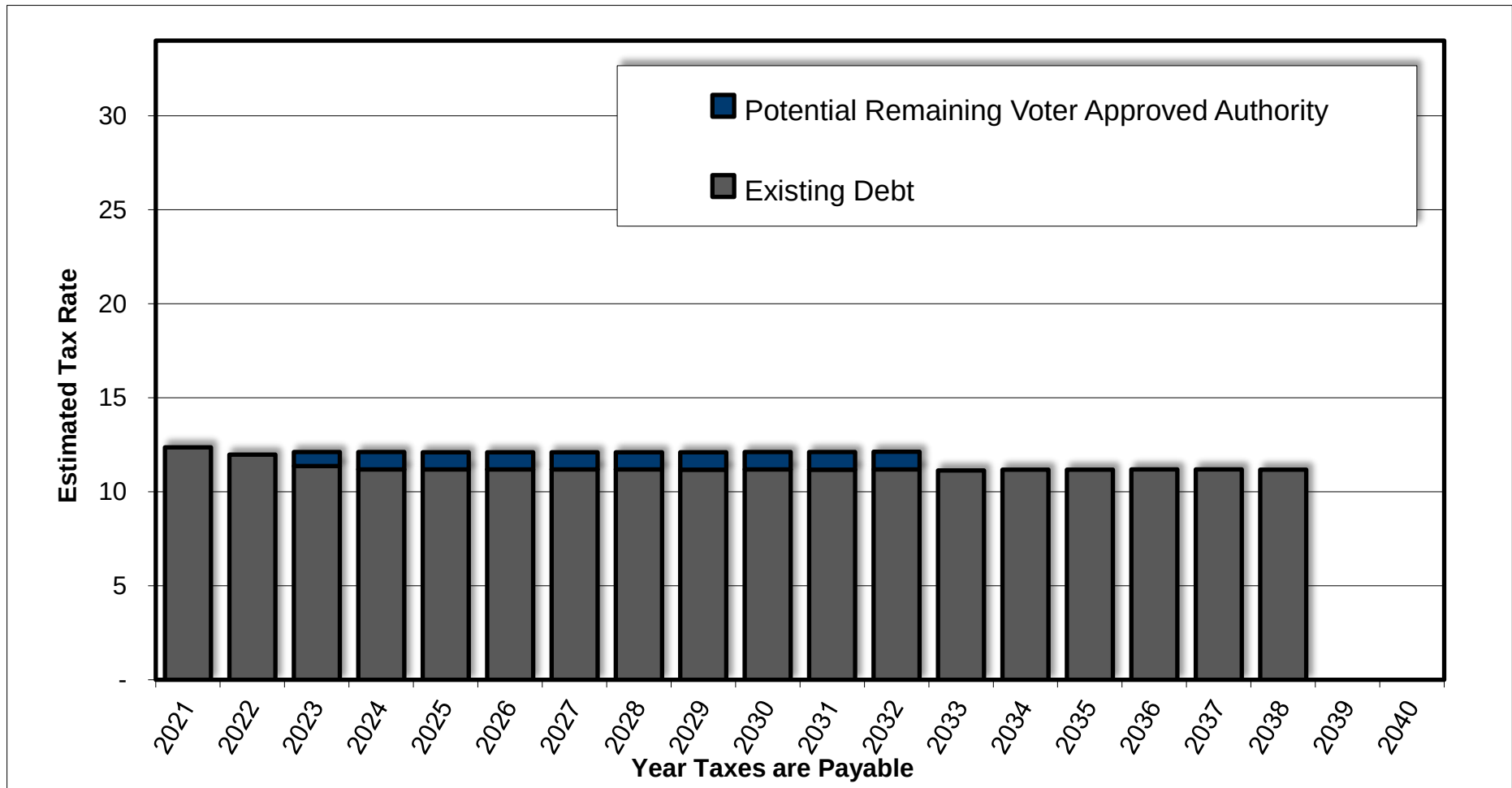
\$2,435,000 Bond Issue

10 Tax Levies

Wrapped Around Existing Debt

Date Prepared:

August 16, 2022



January 9, 2019

Sale Day Report for

Independent School District No. 22
(Detroit Lakes Public Schools), Minnesota

\$47,445,000 General Obligation School Building Bonds,
Series 2019A



Prepared by:

Joel Sutter, CIPMA
Senior Municipal Advisor

Jodie Zesbaugh, CIPMA
Senior Municipal Advisor

Sale Day Report – January 9, 2019

Independent School District No. 22 (Detroit Lakes Public Schools), MN \$47,445,000 General Obligation School Building Bonds, Series 2019A

Purpose: To finance the acquisition and betterment of school sites and facilities in the District, as authorized in a referendum on November 6, 2018.

Rating: MN Credit Enhancement Rating: S&P Global Ratings "AAA"
Underlying Rating: S&P Global Ratings "A+"

Number of Bids: 10

Low Bidder: Baird, Red Bank, New Jersey

Comparison from Lowest to Highest Bid: (TIC as bid)	Low Bid	High Bid	Interest Difference
	3.1611%	3.3594%	\$1,685,163

Summary of Sale Results:	
Principal Amount*:	\$47,445,000
Underwriter's Discount:	\$427,483
Reoffering Premium:	\$2,984,688
True Interest Cost*:	3.1613%
Costs of Issuance:	\$117,642
Yield:	1.70%-3.50%
Total Net P&I	\$68,777,850

* The winning bidder submitted a bid with a premium price (a price greater than the par amount of the bonds) that was larger than the estimates in the Pre-Sale Report. Most of the net premium will be deposited in the construction fund and was used to reduce the par amount of the bond issue. The maturity schedule of the bonds was also adjusted. The reduction in the bond size and change in the maturity schedule caused a slight change in the True Interest Cost.

Notes: Interest rates have declined significantly in the past two months. The True Interest Cost of 3.16% is substantially lower than the estimate of 3.95% used in our pre-election estimates and the estimate of 3.81% used for the estimates included in our Pre-Sale Report on November 26. As a result, total tax levies on the bonds will be \$4,445,000 less than the pre-election estimates and \$4,254,000 less than the estimates in the Pre-Sale Report.

The tax levy for 2019 was set in December when the Board certified the levy, based on the Pre-Sale estimates. Therefore, the tax impact in 2020 and later years will be substantially lower than both the pre-election estimates and the tax impact in 2019, as shown in the attached schedule.



BID TABULATION

\$49,010,000* General Obligation School Building Bonds, Series 2019A

Independent School District No. 22 (Detroit Lakes Public Schools), Minnesota

SALE: January 9, 2019

AWARD: BAIRD

MN Credit Enhancement Rating: S&P Global Ratings "AAA"

Underlying Rating: S&P Global Ratings "A+"

Tax Exempt - Non-Bank Qualified

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
BAIRD				\$51,671,617.77	\$19,449,894.71	3.1611%
Red Bank, New Jersey	2020	5.000%	1.700%			
C.L. King	2021	5.000%	1.800%			
Dougherty & Company,	2022	5.000%	1.850%			
Edward Jones	2023	5.000%	1.900%			
Fidelity Capital	2024	5.000%	2.030%			
Ross Sinclair Assoc.	2025	5.000%	2.070%			
Crews & Associates,	2026	5.000%	2.150%			
Davenport & Co. L.L.	2027	5.000%	2.250%			
Loop Capital	2028	5.000%	2.340%			
Northland Securities	2029	4.000%	2.400%			
Oppenheimer & Co.	2030	4.000%	2.500%			
Duncan-Williams, Inc	2031	4.000%	2.550%			
Country Club Bank	2032	3.000%	3.000%			
Sierra Pacific Sec.	2033	3.000%	3.100%			
BNYMellon Cap Markets	2034	3.125%	3.200%			
Isaak Bond Investments	2035	4.000%	3.050%			
Wayne Hummer & Co.	2036	3.250%	3.350%			
SumRidge Partners	2037	3.375%	3.400%			
Alamo Capital WMBE	2038	3.375%	3.450%			
Midland Securities	2039	3.500%	3.500%			
FMS Bonds Inc.						
First Kentucky Securities						
MULTI-BANK SECURITIES						
First Southern Securities						
280 Sec						

* Subsequent to bid opening the issue size was decreased to \$47,445,000.

Adjusted Price - \$50,002,205.98 Adjusted Net Interest Cost - \$18,775,644.98 Adjusted TIC - 3.1613%

PIPER JAFFRAY Minneapolis, Minnesota	\$52,080,458.06	\$19,993,629.79	3.2327%
UBS FINANCIAL SERVICES INC. New York, New York	\$52,733,383.10	\$20,687,101.28	3.3064%
RBC CAPITAL MARKETS New York, New York	\$51,941,983.27	\$20,535,332.22	3.3157%
BANK OF AMERICA MERRILL LYNCH New York, New York	\$52,838,744.42	\$20,751,469.75	3.3216%
JEFFERIES New York, New York	\$54,086,935.66	\$21,255,595.31	3.3427%
MESIROW FINANCIAL, INC. Chicago, Illinois	\$53,519,770.58	\$21,127,567.48	3.3450%
WELLS FARGO BANK, NATIONAL ASSOCIATION Charlotte, North Carolina	\$53,277,862.85	\$21,078,407.84	3.3458%
J.P. MORGAN SECURITIES LLC New York, New York	\$53,736,329.14	\$21,239,329.05	3.3546%
CITIGROUP GLOBAL MARKETS INC. New York, New York	\$53,183,960.05	\$21,135,057.87	3.3594%

Detroit Lakes School District No. 22

Estimated Sources and Uses of Funds for Proposed Building Bonds

Actual Sale Results

January 9, 2019

Estimated Project Cost	\$49,879,121
Maximum Bonds Authorized by Voters	\$49,880,000
Actual Bond Amount	\$47,445,000
Dated Date of Bonds	1/31/2019
Sources of Funds	
Par Amount	\$47,445,000
Estimated Investment Earnings*	415,667
Reoffering Premium **	2,984,689
Total Sources	\$50,845,355
Uses of Funds	
Underwriter's Discount	\$427,483
Deposit to Debt Service Fund	4,564
Estimated Legal and Fiscal Costs#	117,642
Contingency	416,546
Net Available for Project Costs	49,879,121
Total Uses	\$50,845,355
Deposit to Construction Fund	\$49,880,000

* Estimated investment earnings are based on an average interest rate of 1% and an average life of 10 months.

** The underwriter of the bonds will pay a premium to purchase the bonds. They will retain a portion of the premium as their compensation, or underwriter's discount. The remainder of the premium will be deposited in the construction fund, except for a small deposit to the debt service fund, as shown above.

Includes fees for financial advisor, bond counsel, rating agency, paying agent, and county certificates.

Detroit Lakes School District No. 22**Estimated Debt Service Payments and Levies****Actual Sale Results**

\$47,445,000 Bond Issue
November 2018 Election
20 Years

Principal Amount: \$47,445,000
Dated Date: 1/31/2019
Avg. Interest Rate: 3.16%

January 9, 2019

Levy		Tax Capa- city Value ¹		Existing Commitments					Proposed New Debt				Combined Totals			
Pay. Year	Fiscal Year			Building Bonds ²	Abatement Bonds ²	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	State Debt Aid	Net Levy	Tax Rate
2018	2019	25,777	9.4%	-	-	-	-	-	-	-	-	-	-	-	-	-
2019	2020	27,323	6.0%	-	437,588	(73,054)	364,534	1.33	1,500,000	1,895,532 ⁴	73,054	3,636,955	4,001,488	-	4,001,488	14.64
2020	2021	27,323	0.0%	-	439,425	-	439,425	1.61	1,365,000	1,815,281	-	3,339,295	3,778,720	-	3,778,720	13.83
2021	2022	27,323	0.0%	-	440,948	-	440,948	1.61	1,435,000	1,747,031	-	3,341,133	3,782,080	-	3,782,080	13.84
2022	2023	27,323	0.0%	-	442,155	(17,638)	424,517	1.55	1,650,000	1,675,281	(133,645)	3,357,900	3,782,417	-	3,782,417	13.84
2023	2024	27,323	0.0%	-	437,798	(17,686)	420,111	1.54	1,735,000	1,592,781	(134,316)	3,359,854	3,779,966	-	3,779,966	13.83
2024	2025	27,323	0.0%	-	438,533	(17,512)	421,021	1.54	1,820,000	1,506,031	(134,394)	3,357,939	3,778,959	-	3,778,959	13.83
2025	2026	27,323	0.0%	-	438,953	(17,541)	421,411	1.54	1,910,000	1,415,031	(134,318)	3,356,965	3,778,376	-	3,778,376	13.83
2026	2027	27,323	0.0%	-	439,058	(17,558)	421,499	1.54	2,005,000	1,319,531	(134,279)	3,356,479	3,777,979	-	3,777,979	13.83
2027	2028	27,323	0.0%	-	438,848	(17,562)	421,285	1.54	2,105,000	1,219,281	(134,259)	3,356,236	3,777,521	-	3,777,521	13.83
2028	2029	27,323	0.0%	-	438,323	(17,554)	420,769	1.54	2,215,000	1,114,031	(134,249)	3,361,233	3,782,002	-	3,782,002	13.84
2029	2030	27,323	0.0%	-	437,483	(17,533)	419,950	1.54	2,300,000	1,025,431	(134,449)	3,357,253	3,777,203	-	3,777,203	13.82
2030	2031	27,323	0.0%	-	441,578	(17,499)	424,078	1.55	2,390,000	933,431	(134,290)	3,355,313	3,779,391	-	3,779,391	13.83
2031	2032	27,323	0.0%	-	439,950	(17,663)	422,287	1.55	2,485,000	837,831	(134,213)	3,354,760	3,777,047	-	3,777,047	13.82
2032	2033	27,323	0.0%	-	438,008	(17,598)	420,410	1.54	2,565,000	763,281	(134,190)	3,360,505	3,780,914	-	3,780,914	13.84
2033	2034	27,323	0.0%	-	-	-	-	-	3,040,000	686,331	(134,420)	3,778,228	3,778,228	-	3,778,228	13.83
2034	2035	27,323	0.0%	-	-	-	-	-	3,150,000	591,331	(151,129)	3,777,269	3,777,269	-	3,777,269	13.82
2035	2036	27,323	0.0%	-	-	-	-	-	3,275,000	465,331	(151,091)	3,776,257	3,776,257	-	3,776,257	13.82
2036	2037	27,323	0.0%	-	-	-	-	-	3,385,000	358,894	(151,050)	3,780,038	3,780,038	-	3,780,038	13.83
2037	2038	27,323	0.0%	-	-	-	-	-	3,500,000	244,650	(151,202)	3,780,681	3,780,681	-	3,780,681	13.84
2038	2039	27,323	0.0%	-	-	-	-	-	3,615,000	126,525	(151,227)	3,777,374	3,777,374	-	3,777,374	13.82
2039	2040	27,323	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals				-	6,148,643	(266,399)	5,882,244		47,445,000	21,332,851	(2,293,668)	69,921,668	75,803,911	-	75,803,911	

1 Tax capacity value for taxes payable in 2018 is the actual amount and the value for 2019 is based the total used by Becker County for proposed tax rates payable in 2019. Estimates for future years are based on the percentage changes shown above.

2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.

3 Debt excess adjustments for taxes payable in 2018 and 2019 are actual amounts. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

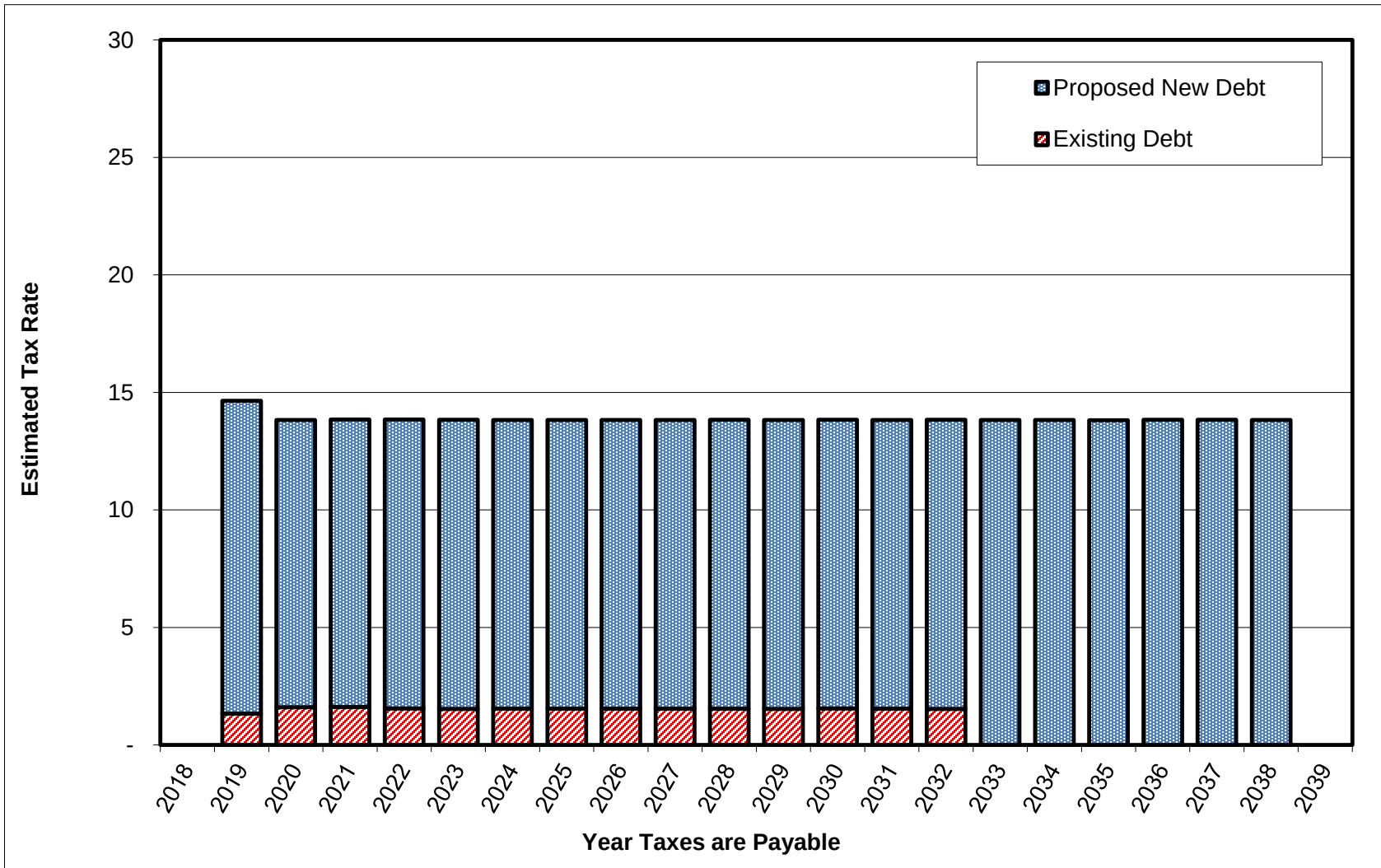
4 A portion of the payments due during fiscal year 2020, equal to \$4,564, would be made from bond proceeds.

Actual Sale Results

Detroit Lakes School District No. 22
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$47,445,000 Bond Issue
20 Years

Date Prepared: January 9, 2019



Detroit Lakes School District No. 2
Analysis of Tax Impact for Proposed Bond Issue
January 9, 2019
Updated Estimates Prior to Bond Sale

Authorized Bond Issue Amount	\$49,880,000		
Number of Years	20		
Year Taxes Are Payable	2019	2019	2020
Estimated Tax Rate for New Bonds*	13.60%	13.31%	12.50%

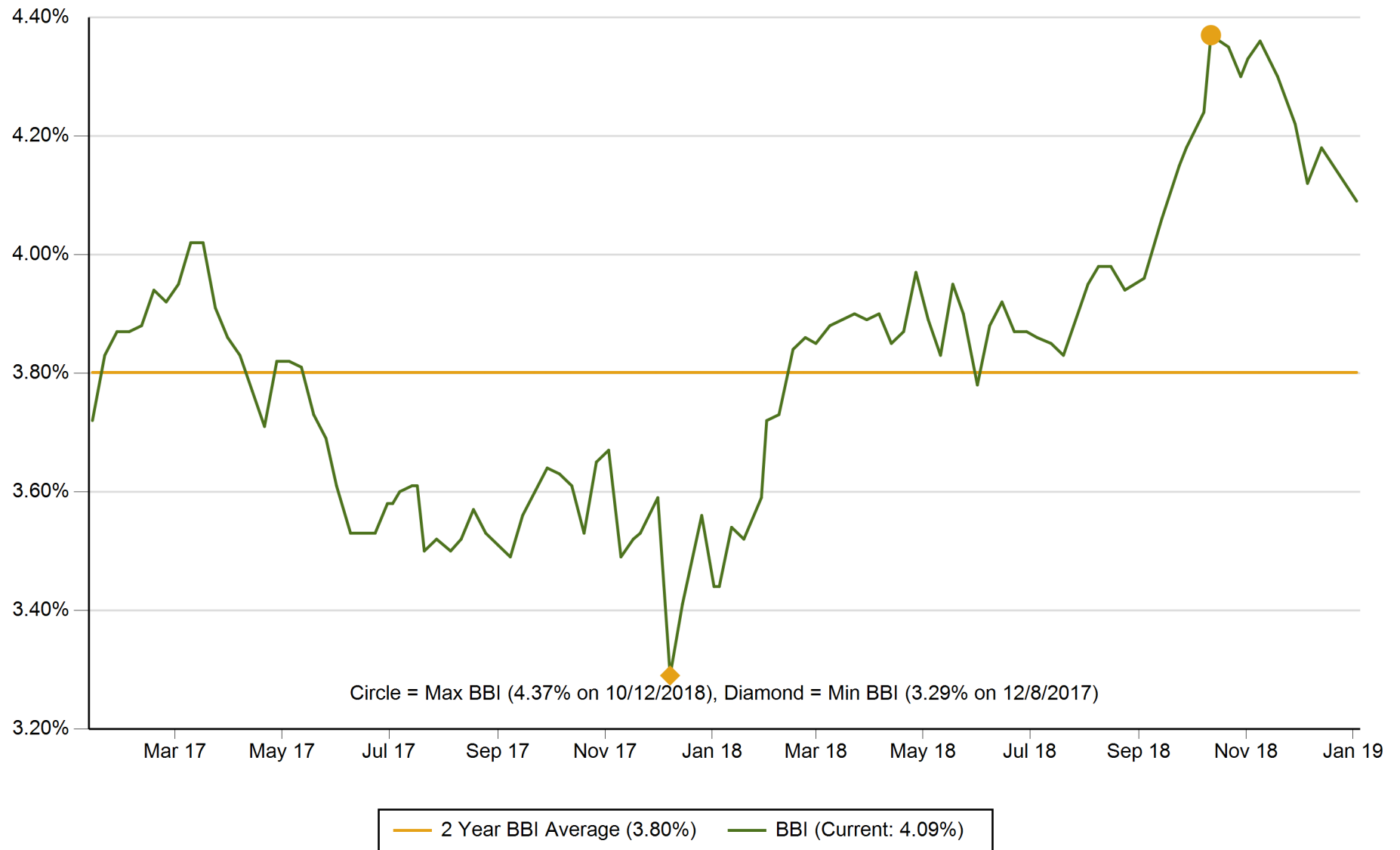
Type of Property	Estimated Market Value	Estimated Impact on Taxes Payable in 2019*				Estimated Impact on Taxes Payable in 2020*	
		Estimates Prior to Election		Updated Estimates		Annual	Monthly
		Annual	Monthly	Annual	Monthly		
Residential Homestead	\$50,000	\$41	\$3	\$40	\$3	\$38	\$3
	75,000	61	5	60	5	56	5
	100,000	98	8	96	8	90	7
	125,000	135	11	132	11	124	10
	150,000	172	14	168	14	158	13
	175,000	209	17	204	17	192	16
	200,000	246	20	241	20	226	19
	250,000	320	27	313	26	294	25
	300,000	394	33	386	32	362	30
	400,000	542	45	531	44	498	42
	500,000	680	57	666	55	625	52
Commercial/Industrial	\$200,000	\$442	\$37	\$433	\$36	\$406	\$34
	300,000	714	60	699	58	656	55
	500,000	1,258	105	1,231	103	1,156	96
	1,000,000	2,618	218	2,562	214	2,406	201
	2,000,000	5,338	445	5,224	435	4,906	409
Agricultural Homestead** (average value per acre of land & buildings)	\$2,000	\$0.82	\$0.07	\$0.80	\$0.07	\$0.75	\$0.06
	3,000	1.22	0.10	1.20	0.10	1.13	0.09
	4,000	1.63	0.14	1.60	0.13	1.50	0.13
	5,000	2.04	0.17	2.00	0.17	1.88	0.16
	6,000	2.45	0.20	2.40	0.20	2.25	0.19
	7,000	2.86	0.24	2.80	0.23	2.63	0.22
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$2,000	\$1.63	\$0.14	\$1.60	\$0.13	\$1.50	\$0.13
	3,000	2.45	0.20	2.40	0.20	2.25	0.19
	4,000	3.26	0.27	3.19	0.27	3.00	0.25
	5,000	4.08	0.34	3.99	0.33	3.75	0.31
	6,000	4.90	0.41	4.79	0.40	4.50	0.38
	7,000	5.71	0.48	5.59	0.47	5.25	0.44
Seasonal Recreational Residential	\$100,000	\$136	\$11	\$133	\$11	\$125	\$10
	200,000	272	23	266	22	250	21
	300,000	408	34	399	33	375	31
	400,000	544	45	532	44	500	42
	500,000	680	57	666	55	625	52
	750,000	1,105	92	1,081	90	1,016	85

* Estimated tax impact includes principal and interest payments on the new bonds. The figures in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed bond issue for many property owners.

** Estimated tax impact includes 40% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead.

2 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates January, 2017 - January, 2019



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

RatingsDirect®

Summary:

Detroit Lakes Independent School District No. 22, Minnesota; School State Program

Primary Credit Analyst:

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Summary:

Detroit Lakes Independent School District No. 22, Minnesota; School State Program

Credit Profile

US\$49.01 mil GO sch bldg bnds ser 2019A due 02/01/2039

<i>Long Term Rating</i>	AAA/Stable	New
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<i>Underlying Rating for Credit Program</i>	A+/Stable	New
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Detroit Lakes Indpt Sch Dist #22 GO abatement bnds ser 2018A dtd 05/03/2018 due 02/01/2033

<i>Long Term Rating</i>	AAA/Stable	Current
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<i>Underlying Rating for Credit Program</i>	A+/Stable	Affirmed
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Rationale

S&P Global Ratings assigned its 'AAA' enhanced long term rating and 'A+' underlying rating to Detroit Lakes Independent School District (ISD) No. 22, Minn.'s series 2019A general obligation (GO) school building bonds. At the same time, we affirmed our 'A+' underlying rating on the district's existing GO debt. The outlook on all ratings is stable.

Use of proceeds

Bonds proceeds will finance renovations and additions to school facilities, including its two elementary schools, middle school, and high school.

State enhancement and security

The 'AAA' long term rating reflects the district's eligibility for and participation in Minnesota's School District Credit Enhancement Program, a state standing appropriation program to prevent a default on the district's bond issues as authorized by Minnesota State Statutes, Section 126C.55. Under the program, the state will pay debt service on behalf of the district from the state's general fund if the district fails to meet its debt service obligations for the qualified debt. Payments from the state represent a standing appropriation from the state's general fund. We view this standing appropriation pledge as equivalent to a general fund pledge because the standing appropriation does not require adoption of a budget or any action of the legislature to make payment. Furthermore, the standing appropriation is not subject to executive unallotment authority. Additionally, the credit enhancement program supports projects that are central to the state of Minnesota's operations and purpose. In our opinion, there is no unusual political, timing, or administrative risk related to the debt payment. The rating on obligations that have received enhancement under the program is on par and moves in tandem with the rating on the state.

The district's full faith and credit unlimited ad valorem tax GO pledge secures the bonds. The bonds were approved by voters in an election on Nov. 6, 2018.

Credit overview

The 'A+' underlying rating reflects our opinion of the district's:

- Good household effective buying income (EBI);
- Extremely strong per capita market value which is buoyed by lakefront properties as well as agricultural land; and
- Very strong general fund reserves.

Offsetting the above strengths, in our view, is the district's debt burden, which is higher than its peers in the rating category.

On its fourth attempt, the district received voter approval for significant capital improvements to all of its school buildings. The improvements and additions are expected to provide enough room for the next 20 years of growth if the modest positive trend in enrollment continues as expected. The debt burden of the district is increasing significantly; however, the above-average debt is balanced by very strong reserves and steady financial operations. The district will draw down its restricted general fund balance for capital projects over the next few years, but we expect its unassigned balance to remain at its current level and in line with its fund balance policy of 15%-25% of expenditures. We view the district's debt levels to be a limitation on the current credit rating.

Economy

Detroit Lakes ISD No. 22 serves an estimated population of 17,323 over roughly 325 square miles in Becker County, around 45 miles from the Fargo-Moorhead metropolitan statistical area (MSA). The median household EBI in the district is 96% of the national average, and the per capita EBI is 97% of the national average, both of which we consider good. Economic market value totaled \$2.7 billion in 2018, which we consider extremely strong at \$156,061 per capita. Net tax capacity grew by a total of 7.5% since 2016 to \$25.8 million in 2018. The tax base is very diverse, in our view, with the 10 largest taxpayers accounting for approximately 5.5% of net tax capacity.

The district has many lakes, and although there are not many large resorts, there are several smaller ones and it is a popular area for people to retire or have second homes. The very strong market value per capita is a result of the high value of lakefront properties. Its net tax capacity is 47% residential (homestead and non-homestead), 25% seasonal (commercial and residential), 20% commercial, and 8% agricultural. Officials report strong development in the district, with the City of Detroit Lakes approaching a record value of building permits in 2018 due mostly to mixed-use redevelopment in the downtown. Management also reports that there are projects to increase capacity at the waste water treatment plant and an expansion at the airport indicating continued growth. Based on the recent trend and ongoing projects, we view continued growth in valuation to be likely.

Due to the geographical location of the district, residents have access to various employment opportunities throughout the Fargo-Moorhead MSA, though there are also ample employment opportunities within the district itself. Some of the leading employers include Essentia Health (1,000 employees), the school district itself (544), Blue 84/Lakeshirts (500), and Becker County (388). There have not been any significant changes with any of the major taxpayers of employers recently.

Finances

The state's basic general education revenue funding, which is determined by pupil count, is the primary source of operating revenue for Minnesota school districts. As a result, increases or decreases in enrollment can lead to increases or decreases, respectively, in revenue. The revised enrollment figure for 2019 totals 2,917, increasing approximately 1% from 2015 to 2019.

The district experienced a steady increase in students until the 2017-2018 school year, and all of its buildings are currently at capacity. Management views the 20-student loss in 2017-2018 as a one-year anomaly, and while it can't point to one direct cause, it appears that it reflects student mobility more than birth rates. Given current birth rates, the district's enrollment projections show modest annual increases, with the total student count growing to 3,146 in 2026. The additions to the district's facilities will expand capacity to meet current projections for enrollment going out the next 20 years.

The district's available fund balance of \$7.8 million is very strong, in our view, at 22% of general fund expenditures at fiscal year-end (June 30) 2018. The district reported a surplus operating result of 3.1% of expenditures in 2018.

The fiscal 2018 budget called for essentially break-even operations, and at year-end, the total general fund balance increased by \$1.1 million. However, due to some transfers of the unassigned fund balance to other designated balances, the unassigned general fund balance decreased by \$590,000. The restricted and assigned balances increased as the district is building up long-term facility maintenance (LTFM) funds to use for capital projects. The fiscal 2019 budget calls for a \$2.3 million use of general fund restricted reserves for those projects. The unassigned general fund balance is budgeted to decrease by \$85,000 to \$5.34 million in 2019, mostly due to conservative revenue projections. Management reports that the year will likely end better than budget, and the unassigned general fund balance will remain in line with its revised fund balance policy of 15%-25% of expenditures.

The district is mostly state aid funded (81%) with a small amount of property tax revenue (12%). We expect state aid revenue to remain stable. Following recent changes with the state's local optional revenue, the district has \$37.18 per pupil of voter-approved operating revenue that will expire in 2021. However, it has not used the full amount of its board-approved operating levy, and so it would be able to extend this levy with board approval rather than through a referendum. As a result, we do not anticipate any renewal risk for the district's local revenue stream.

Management

We have revised our view of the district's management practices to good from standard under our Financial Management Assessment (FMA) methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis. The change was primarily due to the district's adoption of a fund balance policy that thoughtfully considers its cash-flow and contingency needs.

Some of management highlights include:

- Use of at least three years of historical information in the formulation of the upcoming-year revenue and expenditure assumptions with the help of outside sources and a line-by-line approach to budgeting;
- Semi-annual reporting of budget-to-actual performance to the board with the ability to make amendments to the budget as needed;

- No formalized long-term financial plan;
- A formalized long-term capital plan that extends 10 years, is updated on an annual basis, and has sources and uses of funds identified;
- A formalized investment management policy with monthly reporting of investments and holdings to the board;
- No formalized debt management policy, though it adheres to state guidelines; and
- A recently revised fund balance policy to maintain 15%-25% of statutory operating debt expenditures (as defined by the Minnesota Department of Education) in unassigned fund balance. The district's revised fund balance policy is based on its cash-flow needs.

Debt

Following this issuance, overall net debt will be 3.1% of market value and \$4,787 per capita, which we consider moderate. With 40% of the district's direct debt scheduled to be retired within 10 years, amortization is slower than average. Debt service carrying charges were 0.2% of total governmental fund expenditures (excluding capital outlay) in fiscal 2018, which we consider low; however, following this issuance, debt service will increase to approximately 9% of total governmental fund expenditures, which we consider moderate.

The district does not have any additional debt plans following this issuance. It will use its LTFM revenue from the state to fund additional projects.

Pension and other postemployment benefit liabilities

The district paid its full required contribution of \$1.7 million toward its pension obligations in fiscal 2018, or 4.3% of total governmental expenditures.

The district participates in the Minnesota Teachers' Retirement Assn. (TRA) and the General Employees Retirement Fund (GERF) that is administered by the Public Employees' Retirement Association (PERA). Both are statewide cost-sharing, defined-benefit pension plans. Required pension contributions to these plans are determined by state statute as a percentage of payroll. Statutory contributions rates have generally not kept pace with actuarially determined contribution (ADC) rates, indicating potential for future payment acceleration. The state recently passed pension legislation that will marginally increase contributions for TRA, reduce the investment rate of return to 7.5% (from 8%), and reduce some employee benefits (primarily cost-of-living adjustments). The increased employer contributions were coupled with additional state aid such that it would have a neutral budgetary effect on the district.

While we view these as positive changes for future plan funding levels, the lack of an actuarial funding policy remains a weakness in these plans. (For more information about the reforms included in the 2018 omnibus retirement bill and the potential for future cost increases see our article, "Minnesota's New Pension Bill Is A Positive Step Toward Sustainable Funding," published on June 7, 2018, on RatingsDirect.)

TRA and GERF were 51.6% and 75.9% funded, respectively, in fiscal 2017. The district's proportionate share of the net pension liability for these plans totaled \$65.6 million. We consider historical plan funding levels somewhat weak, and we believe that the history of pension contributions below ADC increases the risk of payment acceleration. While we do not expect near-term budgetary pressure, we expect that pension costs may still rise over the medium term. If pension contributions absorb a larger share of the district's budget or begin to pressure financial operations, our view

of its debt and contingent liability profile could weaken.

The district has a few small lump-sum other postemployment benefit (OPEB) obligations remaining, for which it has set aside sufficient funds in its committed general fund balance (\$3.5 million). Besides these lump-sum payments, it does not provide any explicit OPEBs, and retirees benefit only from the implicit rate subsidy.

Outlook

The stable outlook on the long-term credit enhancement program rating reflects that on the state of Minnesota and moves in tandem with the state GO rating and outlook.

The stable outlook on the underlying rating reflects the district's steady economy and very strong reserves, which are expected to remain at current levels, and moderately high debt burden with no additional borrowing plans. We do not expect to change the rating during rating our two-year outlook horizon.

Downside scenario

A lower rating is possible if the district's budgetary performance were to significantly deteriorate, causing a drop in its available reserves to levels that we no longer consider at least strong or if its debt and pension liabilities were to materially increase.

Upside scenario

A higher rating is possible if the district's debt burden were to moderate and income levels were to improve to levels commensurate with higher-rated peers, while maintaining its healthy financial profile.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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**Closing
Date:** January 31, 2019

**School
Board
Action:** Adopt the resolution awarding the sale of General Obligation School Building Bonds, Series 2019A.

Attachments:

- Bid Tabulation
- Sources and Uses of Funds
- Updated Debt Service Schedules
- Tax Impact Schedule
- BBI Graph
- Rating Report
- Bond Sale Resolution (Distributed in School Board Packets)



Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

_____ beginning with the **20**____ - **20**____ school year.
(activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:		
High School #2:		
High School #3:		
High School #4:		

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- ☐ **Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- ☐ **No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School				Reason for the Dissolution
High School #1	A	B	C	A.	Our school is dropping the activity.
High School #2	A	B	C	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

☐ Approved ☐ Not Approved

Signature: _____ Date: _____
MSHSL Executive Director

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Girls Swim & Dive**
beginning with the **2022 – 2023** school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Detroit Lakes High School	825	Detroit Lakes	8AA	8A
High School #2:	Frazee High School	251	Frazee	6A	
High School #3:	Hawley High School	278	Hawley	6A	
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?

☒ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.
☐ **No**

2. Do any of the above schools currently have a cooperative agreement in this activity?

☒ **Yes** An application for dissolution must be submitted for the existing agreement.
☐ **No**

3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About/MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About/MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards)) Hawley currently does not have a swim program and approached Detroit Lakes for an opportunity.

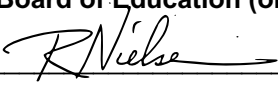
4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	4	5	5	5	6	4
High School #2			1	1		
High School #3				2		
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): **Detroit Lakes**

6. Team Colors: **Red & White** Team Mascot: **Lakers**

7. Host School (school that will receive revenue share check): **Detroit Lakes High School**

Board of Education (or designee)	School	Date
Signed <u></u>	<u>Detroit Lakes</u>	<u>8/8/22</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature: _____

Date: _____

MSHSL Executive Director

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING AGENDA
Facilities Committee Meeting - August 16, 2022

A Facilities Committee Meeting was held at 8:00 AM on Tuesday, August 16th, 2022 at the District Office. In attendance were Colin Gedrose, Mark Jenson, John Steffl, Amy Erickson, April Thomas, Josh Omang, Rob Nielsen, Josh Omang, Terry Eiter and Jason Kuehn.

1. Resolution to Issue General Obligation School Building Bonds

Matthew Hammer and Zesbaugh from Ehlers met with the committee to present the opportunity for the District to issue General Obligation bonds previously limited by Minnesota statute. Changes in legislation allows the District to issue the remaining bonds approved by voters. The original bonds approved in November 2018 were in the amount \$49,880,000.00 with only the principal amount \$47,445,000 being authorized in January 2019. This left an amount of \$2,435,000 from the voter approved amount unused. Ehlers reviewed the steps necessary for the District to pursue the issuance of the remaining bonds - including a resolution approved by the school board. The committee recommended approval to move forward with the resolution to be included on the August 22nd School Board Agenda.

2. DLHS Updates

The committee reviewed the construction progress - specifically in relation to the Fitness Area, 2nd Floor Science Rooms, and Media Center. Most work continues to be on schedule, with the exception of the Science Rooms. Contractors are working to complete the final work so that the rooms will be accessible to start the school year.

Progress towards the building of the DLHS Greenhouse continues, with the next steps happening after the approval of revised plans presented to respective authorities.

The committee also reviewed change orders through the month of June. The committee recommends approval.

3. DLHS Signage Update

The committee reviewed final quotes from two vendors for exterior signage at DLHS. The committee recommended approval for the quote from Brushmarks at a price of \$78,808.82. Additionally, the committee reviewed renderings for the signage on the DLHS Sports Medicine Room in honor of Dr. Tom Seaworth. Recommendations were made to send back to the vendor for updated renderings.

Lastly, the District is continuing to work with Lakeshirts on signage for the DLHS Lakeshirts Fieldhouse. Lakeshirts was finalizing updated renderings to present to the District.

4. Summer Projects Update

Operations Supervisor Gedrose provided an update to the group in regards to summer capital

improvement projects. Most projects at Rossman, Roosevelt, and DLMS have finished - with a few projects to wrap up at the District Office and DLHS.

5. Baseball Field Flag Donation

Terry Eiter met with the group to discuss flagpoles from community members and organizations that would be donated for the DLHS and DLMS baseball fields. The committee recommended moving forward with the pursuance of the donations after a discussion about the location of the flagpoles and responsibility of the District to maintain the raising/lowering of the flag for events.

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - August 18, 2022

Members Present:

Jennifer Pederson
Mark Jenson

April Thomas
Jason Kuehn

Courtney Henderson

A Finance Committee Meeting was held on Thursday, August 18, 2022 in the District Office Conference Room. The agenda was as follows:

1. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of June and receipts for the month of June.

2. Review of Disbursements

Four sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for July. The committee also recommends the check register for both the Middle School and High School activity accounts for the month of July. Lastly, the committee recommends approval of the check summaries for both August 8th and August 22nd.

3. Investments

Director of Finance Kuehn reviewed a summary of the current investment accounts held by the district. Kuehn proposed an option to transition from investing in Certificates of Deposits in multiple banks to term investing through one primary investment institution. Kuehn will compare options with multiple institutions to determine the return rate.

4. Resolution to Issue General Obligation Bonds

Director of Finance Kuehn reviewed the discussion held with Ehlers in regards to issuing General Obligation bonds previously limited by Minnesota statute. Changes in legislation allows the District to issue the remaining bonds approved by voters. The original bonds approved in November 2018 were in the amount \$49,880,000.00 with only the principal amount \$47,445,000 being authorized in January 2019. This left an amount of \$2,435,000 from the voter approved amount unused. Kuehn reviewed the steps necessary for the District to pursue the issuance of the remaining bonds - including a resolution approved by the school board. The committee recommended approval to move forward with the resolution to be included on the August 22nd School Board Agenda

Next Meeting - Thursday, August 22nd @ 12:00 PM