

*Detroit Lakes High School  
Student and Parent Handbook  
2015 - 2016*



**This planner belongs to:**

**Name** \_\_\_\_\_

**Counselor** \_\_\_\_\_

**Laker Time Teacher** \_\_\_\_\_

**Student Information:**

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**In case of emergency, please notify:**

**Name** \_\_\_\_\_

**Phone #** \_\_\_\_\_

## BEHAVIOR EXPECTATIONS

	<b>Classroom</b>	<b>Commons/ Cafeteria</b>	<b>Hallways</b>	<b>Parking Lot</b>
<b>L</b> eadership	<ul style="list-style-type: none"> <li>•attend school every day</li> <li>•bring needed materials to class</li> </ul>	<ul style="list-style-type: none"> <li>•invite others to sit with you</li> <li>•clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>•keep moving</li> <li>•keep a direct route to your destination</li> <li>•dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•park appropriately</li> </ul>
<b>A</b> ttendance	<ul style="list-style-type: none"> <li>•be on time</li> <li>•be prepared and engaged</li> </ul>	<ul style="list-style-type: none"> <li>•have a planner to be in the commons/ lounging areas</li> </ul>	<ul style="list-style-type: none"> <li>•carry a signed planner</li> </ul>	<ul style="list-style-type: none"> <li>•visible parking permit</li> <li>•allow time for safe driving</li> </ul>
<b>K</b> indness	<ul style="list-style-type: none"> <li>•push in chairs</li> <li>•take care of garbage</li> <li>•keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•invite others to sit/join with you</li> </ul>	<ul style="list-style-type: none"> <li>•greet others</li> </ul>	<ul style="list-style-type: none"> <li>•be patient</li> <li>•assist others</li> </ul>
<b>E</b> xcellence	<ul style="list-style-type: none"> <li>•work to your full potential</li> <li>•utilize all work area</li> </ul>	<ul style="list-style-type: none"> <li>•wait your turn</li> <li>•use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>•help others</li> <li>•be in assigned areas when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>•keep parking lot clean</li> </ul>
<b>R</b> espect	<ul style="list-style-type: none"> <li>•raise your hand</li> <li>•listen while others are talking</li> <li>•communicate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•pick up after yourself</li> <li>•place equipment in assigned areas</li> <li>•have respectful conversations</li> </ul>	<ul style="list-style-type: none"> <li>•use appropriate verbal and nonverbal communication</li> <li>•use quiet voice</li> <li>•be aware of classes in progress</li> </ul>	<ul style="list-style-type: none"> <li>•drive safe/slow</li> <li>•lock car</li> <li>•look for other drivers/people</li> </ul>

**BEHAVIOR EXPECTATIONS (CONTINUED)**

<b>Library &amp; Labs</b>	<b>Activities</b>	<b>Assemblies</b>	<b>Gym/Locker Room</b>	<b>Community wide</b>
<ul style="list-style-type: none"> <li>•use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>•practice good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>•sit in designated areas</li> <li>•be courteous</li> </ul>	<ul style="list-style-type: none"> <li>•clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>•model positive interactions</li> </ul>
<ul style="list-style-type: none"> <li>•carry a signed planner</li> </ul>	<ul style="list-style-type: none"> <li>•show your Laker Pride in a positive manner and support your peers</li> </ul>	<ul style="list-style-type: none"> <li>•listen attentively</li> <li>•sit in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>•be on time</li> <li>•get changed</li> <li>•leave locker room in allowed time</li> </ul>	<ul style="list-style-type: none"> <li>•access community resources</li> </ul>
<ul style="list-style-type: none"> <li>•use proper etiquette: push in chairs, take care of garbage, keep equipment intact so others can use it</li> </ul>	<ul style="list-style-type: none"> <li>•demonstrate positive sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>•be considerate</li> <li>•be respectful to your surroundings and other people</li> </ul>	<ul style="list-style-type: none"> <li>•be respectful</li> <li>•appropriate language</li> <li>•proper hygiene</li> </ul>	<ul style="list-style-type: none"> <li>•help those in need</li> </ul>
<ul style="list-style-type: none"> <li>•read</li> <li>•check out books</li> <li>•ask questions</li> <li>•utilize resources</li> </ul>	<ul style="list-style-type: none"> <li>•be involved and support DLHS</li> </ul>	<ul style="list-style-type: none"> <li>•model good behavior</li> <li>•remind others of the Laker Way</li> </ul>	<ul style="list-style-type: none"> <li>•leave property of others alone</li> </ul>	<ul style="list-style-type: none"> <li>•be a helpful citizen</li> <li>•volunteer in the community</li> </ul>
<ul style="list-style-type: none"> <li>•take part in keeping everything in working order</li> <li>•turn books in on time</li> <li>•keep food and drink out of area</li> </ul>		<ul style="list-style-type: none"> <li>•listen, attend and keep all Personal Electronic Devices off</li> </ul>		<ul style="list-style-type: none"> <li>•take care of surroundings</li> <li>•be polite</li> </ul>

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## **GENERAL INFORMATION**

### **BOARD OF EDUCATION**

Ladd Lyngaas	Dr. Thomas Seaworth
Brenda Muckenhim	Dave Langworthy
Jackie Buboltz	Kylie Johnson

### **PHONE NUMBERS**

Administration Center .....847-9271  
Area Learning Center .....844-5687  
High School.....847-4491  
Lincoln Education Center.....847-4418 (Community Education)  
Middle School .....847-9228  
Roosevelt Elementary.....847-1106  
Rossman Elementary .....847-9268

### **DISTRICT ADMINISTRATION**

Doug Froke .....Superintendent  
Renee Kerzman.....Education Director & Community Ed Director  
Ryan Tangen.....Business Manager  
Colin Gedrose.....Operations Director  
Karen Nudell.....Special Education Director  
Nancy Olson.....Human Resources Coordinator

### **DLHS ADMINISTRATION**

Darren Wolf .....Principal  
Justin Messer .....Assistant Principal  
Dr. Mitch McLeod.....Activities Director  
Peter Lundin.....ALC Principal

### **DLHS STUDENT SUPPORT SERVICES**

Doreen Richter .....School Counselor: Student Last Names A-G  
Sara Pender .....School Counselor: Student Last Names H-N  
Karla Cummings.....School Counselor: Student Last Names O-Z  
Alex Farber.....School Counselor: ALC  
Karin Fritz-Staley.....School Social Worker  
Angie Horner.....Chemical Health Coordinator  
Jean Schwartz.....School Nurse  
Sue Holt.....Native American Coordinator  
Brent Fulton .....Police Liaison Officer  
TBD.....In-School-Suspension Supervisor

### **DLHS SECRETARIES**

Joleen Skolte .....Principals' Secretary  
Cheryl Knopf.....Attendance Secretary  
Abby Pettit.....Activities Secretary  
Rhonda Wood.....Counseling Center Secretary

## **DLHS CERTIFIED STAFF**

### **Agriculture**

Trescha Mitchell

### **Art**

Claire Donner

### **Business Education**

Amy Knopf

Jeri Sakrismo

### **English**

Tanner Beauchman

Jennifer Burnside

Alicia Eischens

Jennifer Johnson

Mary Kvebak

Kent Mollberg

Barb Oistad

### **Family and Consumer Science**

Amy VanValkenberg

### **Industrial Technology**

Dan Jorgenson

Jerry Paulson

### **Mathematics**

Lisa Conzemius

Lisa Eischens

Kelly Kalina

Mike Labine

Shad Nunn

Karen Trout

### **Music**

Kathryn Larson (Vocal)

Tim Siewert (Band)

### **Physical Education/Health**

Steve Fuhs

Cali Harrier

Dave Meyer

Flint Motschenbacher

Bruce Provo

### **School-to-Work**

Vern Schnathorst

### **Science**

Joshua Bettcher

Steve Fode

Amy Lakin

Paul Lakin

Stan Richter

Tom Vagle

Vicki Welke

### **Social Studies**

Terry Eiter

Tom Johnson

Gail Kotschevar

Bill Kvebak

Kalan Malchow

Rob Ulyyott

### **Spanish**

Mary Haus

Tracy Pechmann

### **Special Education**

Shawn Ford-Milligan

Wendy Fritz

Philip Kirchner

Christina Lof

Chuck Moore

Terry Ohlgren

Kristi Ritter

Kathy Rothschadl

Anne Swanson

Karrie Taylor (Coordinator)

Emily Thompson

## **ACTIVITIES AND ORGANIZATIONS**

### **FALL**

Boys' Soccer (Justin Wegleitner)  
Boys' Cross Country (Bill Kvebak)  
Girls' Cross Country (Jon Freeman)  
Fall Musical (Kathy Larson)  
Football (Flint Motschenbacher)  
Girls' Tennis (Tanner Beauchman)  
Girls' Soccer (Dave Carter)  
Girls' Swimming (Carol McCarthy)  
Girls' Volleyball (TBD)  
Cheerleading (Christina Borich)

### **WINTER**

Boys' Basketball (Robb Flint)  
Boys' Hockey (Todd Dwyer)  
Boys' Swimming (Rian Heimark)  
Boys' Wrestling (Rob Ullyott)  
Cross Country Skiing (Dan Josephson)  
Dance Team (Britton Ramsey)  
Girls' Basketball (Mike Hoganson)  
Girls' Gymnastics (Steve Zamzo)  
Girls' Hockey (Gretchen Norby)  
Madrigal Dinner (Kathy Larson)  
One-Act Play (Nikki Caulfield)  
Speech (Jennifer Burnside)

### **SPRING**

Band Contest (Tim Siewert)  
Boys' Baseball (Steve Fuhs)  
Boys' Golf (Bob Gorden)  
Boys' Tennis (Tanner Beauchman)  
Boys' Track (Bill Kvebak)  
Choir Contest (Kathy Larson)  
Girls' Golf (Cali Harrier)  
Girls' Softball (Phil Kirchner)  
Girls' Track (Mike Labine)  
Prom Committee (Carissa Markuson)  
Spring Play (Mark Everson)

### **FULL YEAR**

Bus. Prof. of America (Amy Knopf)  
DeLakonian (Yearbook) (Amy Knopf)  
FFA (Trescha Mitchell)  
Interact (Karla Cummings)  
Jazz Band (Tim Siewert)  
Key Club (Amy Lakin)  
Laker Singers (Kathy Larson)  
Knowledge Bowl (TBD)  
Link Crew (Mike Labine)  
Math Contest (Lisa Conzemius)  
Nat'l Honor Society (TBD)  
Native American Club (Joe Carrier)  
Pep Band (Tim Siewert)  
Philanthropy and Youth (Sara Pender)  
Student Council (Mary Haus)  
Target (Angie Horner)

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.

### **USER FEE SCHEDULE FOR ACTIVITIES**

Grade 9—12	\$80.00/activity (\$375 maximum per family)
Grade 7—8	\$50/activity (Middle school students participating at the high school level will pay \$80/activity)
Grade 6	\$10/activity

### **GROUPS EXEMPT FROM FEES**

Student organizations, Yearbook, National Honor Society, Foreign Exchange Students, students who work as support personnel for athletic teams (student managers), Student Council.

## **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

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 [www.dlschools.net](http://www.dlschools.net).

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, 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 "MySpace" 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 current the 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 users 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, request should be made to the classroom teacher, a school counselor, or a school administrator.

**PARENT/STUDENT AGREEMENT**

I have read and understand the Technology Acceptable Use Policy. I understand by signing this page, for our school system to run effectively, we need to abide by and support rules and policies set for by the Detroit Lakes School Board and Administration. In an effort to provide a safe and efficient learning environment for all students, I agree that I will review these rules and building guidelines with my parent/student and understand we will be held accountable for these rules and policies.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be signed and kept in your Student Handbook. Failure to do so may result in loss of privileges.*

## **FAQS (Frequently Asked Questions).....**

### **YOU ARRIVE AT SCHOOL AFTER CLASS STARTS?**

If you arrive at school after the beginning of your school day and your absence is excused, report to the Main Office to receive a pass, then proceed to your class. If your absence will be unexcused, report to your classroom and your teacher will follow his/her discipline policy.

### **YOU ARE TARDY TO OTHER CLASSES?**

Report to your classroom. Your teacher will mark you tardy and you will need to make up 30 minutes of detention time for each tardy beyond the second.

### **YOU ARE ABSENT?**

Your parent/guardian is expected to call the school before 8:15A.M. each day you are absent to report the reason for your absence.

### **YOU KNOW IN ADVANCE THAT YOU'RE GOING TO BE ABSENT?**

**Your parent/guardian is expected to contact the Main Office prior to the absence.** Whenever possible, you should work out a plan with each of your teachers, prior to leaving, for making up work you will miss.

### **YOU NEED TO SEE A PRINCIPAL?**

Come to the Main Office and inform a secretary and wait until you can be seen. If they are not available at that time, you can make an appointment to see them.

### **YOU NEED TO SEE A SCHOOL COUNSELOR?**

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

### **YOU LOST OR FOUND SOMETHING?**

Report it to the Main Office.

### **YOU HAVE SOMETHING STOLEN?**

Report it immediately to the Main Office or the Police-Liaison Officer.

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

Ask your teacher to issue a pass in your student handbook. 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. Failure to follow proper sign-out procedures will result in an unexcused absence.

### **YOU WANT TO PARTICIPATE IN A SPORT?**

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.

### **YOUR STUDENT INFORMATION CHANGES?**

Report this information to the Main Office.

### **YOU ARE WITHDRAWING FROM SCHOOL?**

Check with the Counseling Center.

**YOU NEED TO MISS A CLASS DURING THE SCHOOL DAY?**

Prior to leaving school, you must report to the Main Office and explain your reason for missing class. 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 an unexcused absence.

**YOU ARE SICK AND NEED ASSIGNMENTS?**

Call a classmate or, if you are absent for 3 or more days, have your parent/guardian contact the Main Office before 9:00 A.M. to request assignments to be picked up.

**YOU 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, failure to do so will result in an unexcused absence.

**YOU HAVE A LOCKER PROBLEM?**

Report the problem to the Main Office.

**YOU WANT TO LEAVE CAMPUS DURING LUNCH?**

Only juniors and seniors and who have accumulated at least 24 credits are allowed to leave campus during lunch. Students in these classes who have fewer than 24 credits will have their open campus privileges extended to them upon the acquisition the 24<sup>th</sup> credit.

**YOU WANT TO 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 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.

**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.

## **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?**

- 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.
- Doing more or less than your share of a group project without permission from your teacher.

### **What are your responsibilities?**

- Read and know the *DLHS Academic Integrity Policy* AND observe all rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework. Do not use study aids (ie. Sparknotes).
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; make sure it is pre-approved by the teacher.
- If working with other students is not approved, the assignment must be completed on your own.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests/quizzes:
  - Keep your paper covered and your eyes on you own paper.
  - Clarify if notes, calculators, etc. can be used on the test.
  - Do not talk during attest except to the teacher.
  - Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

**What are the consequences?**

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

<b>First Violation:</b> <input type="checkbox"/> Proof of learning <input type="checkbox"/> Reassessment <input type="checkbox"/> Parent contact/conference <input type="checkbox"/> Ethics Paper/Assignment <input type="checkbox"/> Detention <input type="checkbox"/> Code of Conduct (suspension from activities/athletics participation) <input type="checkbox"/> Removal from leadership in student organizations <input type="checkbox"/> Disqualification from DLHS NHS
<b>Subsequent Violations:</b> <input type="checkbox"/> Proof of learning <input type="checkbox"/> Reassessment <input type="checkbox"/> Parent contact/conference <input type="checkbox"/> Ethics Paper <input type="checkbox"/> In-School-Suspension/Out-of-School Suspension <input type="checkbox"/> Code of Conduct (suspension from activities/athletics participation) <input type="checkbox"/> Suspension from student organizations <input type="checkbox"/> Disqualification from DLHS NHS

**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 Incentives 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.

**ATTENDANCE, STUDENT**

**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. Therefore, for a student to realize their full potential, daily class attendance is important.

**DEFINITIONS**

**EXCUSED ABSENCE**

An excused absence is any absence from school for reasons recognized by the State of Minnesota, Detroit Lakes Public Schools, or reasons deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absence:

- **Personal illness** which must be verified by the parent/guardian. If school personnel determine illness absences are excessive, Minnesota law permits the school to require the family to provide medical verification or to see the school nurse.
- **Religious observance** required by the student’s religion.
- **Extreme family emergency** such as a house fire, critical injury to parent/guardian, or funeral of a close family member.
- **Medical appointments** that cannot be schedule outside of school hours.

Under Minnesota law, school administration has the right to determine the validity of any request for an excused absence.

#### UNEXCUSED ABSENCE

An unexcused absence is an absence from school without a valid excuse. Any student leaving the building during the school day that has not properly checked out in the office will be marked unexcused.

Common examples of unexcused absences include, but are not limited to: oversleeping, shopping, hair appointments, missing the bus, non-essential work at home, and part-time or full-time work.

#### **PROCEDURES**

##### ABSENCE REPORTING PROCEDURES

Whenever possible, the school office should be contacted prior to, or the day of, the absence. A note signed by or phone call from a parent/guardian/appointment indicating the reason for the absence is required upon the return of the child to school. A building administrator shall determine if the absence will be excused or unexcused.

If the school does not receive communication from the parents, or in some other way cannot verify the nature of the student's absence when the child returns to school, the absence shall be classified as unexcused and all appropriate academic and disciplinary consequences will be applied. Students who must miss part of the school day for medical or dental appointments are required to return to school with an appointment card from the clinic that includes the date and time of the appointment as verification of their appointment and are required to present this information immediately upon returning to school.

The district also 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, especially if these absences become excessive. If a student has been absent due to participation in a school-sponsored activity, no note or phone call from parent/guardian is required.

Students and parents have one week from the date of the absence to verify the absence, after that week the absence will be considered unexcused.

18 year old students who are independent students as defined by section 152 of the Internal Revenue Code and who have provided appropriate 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 parent 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.

##### 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 notify the school in advance with the reason for the absence. The building administrator shall determine if the absence will be excused or unexcused.

Students who must miss part of the school day for medical or dental appointments are required to return to school with an appointment card from the clinic that includes the date and time of the appointment as verification of their appointment and are required to present this information immediately upon returning to school. The absence will be considered unexcused until documentation is provided by the medical/dental provider.

##### 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 or high school. 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 how this classification might impact them or their student. 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 for those students required to be in school by the laws of the State of Minnesota.

#### MAKE UP WORK

Students who are absent for any reason are responsible for all work they have missed in all of their classes and are required to complete all work missed unless other arrangements are made with the teacher. All excused absences, with the exception of an absence due to a school-sponsored activity, will result in one additional day to complete missed assignments. For example, if a student misses three days of school for an excused absence, he/she will have four days to complete all work missed.

When students are absent due to a school-sponsored activity they are expected to contact his/her teacher(s) prior to the absence. All class work is subject to in-class deadlines unless other arrangements are made with the teacher in advance.

Extended absences due to family trips/vacations should be kept to minimum. In the case of absences from school for 3 or more days, parents and students are required to contact the school well in advance of these absences to receive an "Advanced Makeup Slip." Students with good grades, good behavior and good attendance will, in most circumstances, have these absences approved by school administration. If, in the opinion of school administration, the student should not be missing school due to poor grades, poor behavior or poor attendance, the absences will be marked as "unexcused" and the student may be subjected to appropriate school disciplinary actions. In the case of any extended absence, advanced make-up work should be arranged with the teacher(s) and completed according to teacher expectations.

#### ABSENCE FOLLOWING A SCHOOL ACTIVITY

There are occasions when students return home late in the evening from participation in school-sponsored activities. All students are expected to attend school on time every day school is in session. Absences that do not meet the definition of "excused" by the State of Minnesota are unexcused.

#### CONSEQUENCES

##### FOR UNEXCUSED ABSENCES

All unexcused absences are subject to disciplinary actions by the school, which could include, but are not limited to assignment of detention or in-school-suspension, removal from classes, loss of social privileges (open campus, attendance at dances, or other privileges as determined by school administration) and possibly not being permitted to participate in the graduation ceremony.

##### FOR UNEXCUSED TARDIES

Students are expected to be on time for school and for all classes. Students who are late for school/class or who have a demonstrated pattern of excessive tardiness risk not be permitted into class and placed in in-school-suspension for the period(s) and other consequences as determined by school administration.

##### MINIMUM CONSEQUENCES FOR UNEXCUSED ABSENCES OR TARDIES

- Each period of unexcused absence results in one hour of detention.
- For every tardy, after the second tardy of the year, students will be assigned ½ hour of detention.
- Students will be assigned to make up any time that they have earned through unexcused absences or tardiness. If students have not made up their time, they may lose social privileges including, but not limited to: open campus, open hour, attending school dances (including Prom), participation in

athletics, and other privileges as determined by school administration. In addition, not making up time owed will result in not being permitted to participate in the graduation ceremony at the end of the senior year.

**It is vital that students and parents communicate absences immediately to the school to avoid detention being assigned to the student and additional loss of privileges**

**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.

**BUS TRANSPORTATION**

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.

**MOBILE PHONES AND OTHER ELECTRONIC ITEMS**

DLHS strongly recommends that students do not bring any valuable personal property to school. If a student brings valuable personal property for the purpose of classroom projects or demonstrations, arrangements should be made with the classroom teacher to secure such objects. Students choosing to bring valuable personal property to school are hereby advised of the following:

- Students who choose to bring such items do so at their own risk.
- Students should never leave their personal property unattended;
- The School is not responsible for lost, stolen or damaged personal property;
- The School will not investigate the theft, loss or damage of personal property. All such reports shall be made to the School Police Liaison Officer.



Mobile phones are only permitted for use during the school day at passing time between classes, lunch and in the commons during open hours, or by special permission from the classroom teacher for an educational reason. Nuisance articles including, but not limited to, cameras and portable media players are also only permitted for use during the school day at passing time between classes, lunch, and in the commons during open hours unless specific permission has been granted by the classroom teacher. Students receive information regarding expectations for cell phone and electronics usage at the beginning of the year. 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 are required to turn the nuisance item in to 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 may result in increased disciplinary consequences.

## **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 or complete copy of Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse, contact the District Social Worker or your Building Administrator. For a complete copy of the policy, please contact the Main Office, the district administration office, or the school website at [www.dlschools.net](http://www.dlschools.net).

## **CORRIDOR PASSES**

Students are only permitted in the hallway during class periods with a hall pass signed by a staff member or with an Open Hour sticker affixed in their planner. Any student in a corridor without a signed hall pass will be escorted to their class or to the Main Office.

## **DIRECTORY INFORMATION**

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities and events.

## **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.

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 to 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. Promotes an illegal activity
5. Is offensive or discriminatory in nature

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.

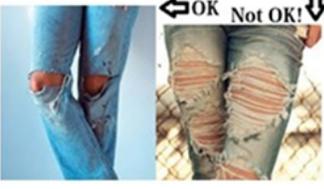
Specific Clothing Guidelines:

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 "hats" allowed. A hat is something that covers your head, partially or completely.
  - a. Examples of "hats" include: caps, bandanas, stocking hats, knit caps, hoods of sweatshirts, etc.
  - b. Students will remove their hats when arriving on campus and store them in their lockers or backpacks.
  - c. Administrators may exempt hats which are part of a school uniform, used for medical reasons, used for religious reasons, or used during special school functions such as Homecoming or SnoBall.
6. No immodest or provocative 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 "shear."
    - ii. Students wearing clothing with large holes above the length requirement must provide coverage beneath so skin is not visible.
7. Clothing shall not:
  - a. Wear any apparel or footwear that could damage school property.
  - b. Bear a message that is lewd, vulgar, or obscene.
  - c. Promote products or activities that are illegal for minors.
  - d. Contain objectionable symbols, signs, words, objects, or pictures.
  - e. Communicate a message that is racist, sexist or otherwise derogatory message.
  - f. Evidence gang membership or affiliation
  - 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.

**DRESS CODE BASICS**

 <p><b>Students' tops must have straps of at least 2 inches in width. No tube, halter, strapless, backless, or spaghetti-strap tops.</b></p>	<p><b>Students' shorts, skirts, and dresses will reach at least to their mid-thigh in length. 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 "shear."</b></p> 
<p><b>No clothing or accessories bearing lewd, vulgar, or obscene messages or images that promote products or activities that are illegal to minors.</b></p> 	<p><b>No hats or hoods worn on the head. No sunglasses.</b></p> 
<p><b>No exposure of undergarments, bare midriffs, or cleavage.</b></p> 	<p><b>Students wearing clothing with large holes above the length requirement must provide coverage beneath so skin is not visible.</b></p> <p>← OK Not OK! ↓</p> 

### **DROP/ADD OF COURSE PROCEDURES**

Students will receive a term schedule prior to the first day of each term. The only changes allowed after a term begins will be to drop a 7th class to add a study hall or to replace an inappropriate class if a teacher finds the student is in a course that does not match ability level. Any drop after the first week of a quarter length course or the second week of a semester length course will result in an "F" for the class on the permanent transcript. All course adds and drops are handled by the school counselors.

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

The Detroit Lakes Public Schools adopts, and follows the Minnesota State High School League (MSHSL) rules for all extracurricular activities. In addition to the MSHSL rules, the district has established policies that pertain to student eligibility in activities. These rules and procedures will be shared with coaches/advisors, athletes and parents prior to the start of an activity. The entire policy is available upon request from any school office, the district administration office, or on the school website located at [www.dlschools.net](http://www.dlschools.net).

### **EMERGENCY PROCEDURES**

#### Evacuation and Lockdown Drills

The state of Minnesota requires all schools in the state to conduct 11 emergency drills during the course of a school year. Of these 11 drills five must be fire drills including evacuation of the building, 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 take shelter in a room immediately. A Code Red is an unstable situation that will stop all school functions and will involve law enforcement officers. 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.

### **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.

## **GRADING OF COURSES**

### 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 competent. 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 "college-level" courses (e.g. Advanced Placement, College Now, Concurrent Enrollment, etc.):

<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.

DLHS Uniform Grading Scale: All teachers at DLHS will use the following grading scale for their courses.

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

### Weighted Grades

Weighted grades, or honors credit, are awarded only to students taking class at the high school for college credit (e.g. Advanced Placement (AP), College Now, Concurrent Enrollment, etc.). In addition, when students transfer to DLHS from schools that also offer AP courses, we only grant honors credit for those AP courses completed that are available to all DLHS students. In this way, a student transferring to our school who may have taken AP courses that we do not offer, would not have an unfair advantage when determining class rankings.

In AP and College Now 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”. We do not grant honors credit for grades of D or F.

### **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, or
- being under suspension or expulsion, or
- owing detention time.

All required course work 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. See the Attendance section of this handbook for more information pertaining to detention time.

### **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.

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

## **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.

## **HONOR ROLL RECOGNITION**

- A Honor Roll: Students earning a 3.75 GPA or higher for a semester are recognized as A Honor Roll students.
- B Honor Roll: Students earning a GPA between 3.00 and 3.7499 for a semester are recognized as B Honor Roll students.

DLHS Honor Rolls are published in the local newspaper shortly after the conclusion of each semester.

## **HONOR GRADUATE STATUS**

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

## **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 copy of the complete policy, 502- Search of Student Lockers, Desks, Personal Possessions and Student's Person, is available upon request from the Main Office, the district administration office, or on the school website at [www.dlschools.net](http://www.dlschools.net).

### **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.

### **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.

### **MESSAGES**

Telephone messages left by parents for students will be announced twice during the school day. 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 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.

### **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.
- Juniors must be enrolled in a Zero Hour class except during the 4<sup>th</sup> Quarter.
- The student must be enrolled in six credit-bearing classes and be on track to graduate.
- Students must not owe any detention time 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 24<sup>th</sup> 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 southwest student parking lot. The northeast parking lot is reserved for faculty parking, bus drop offs and pick-ups, and student drop offs and pick-ups.

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:

- be assigned detention time, or
- be fined for illegal parking or not having a parking permit (minimum \$10), or
- be denied the privilege of parking in school's student parking lot, or
- be 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.

Further information on student parking responsibilities can be found at the back of this handbook in Policy 527. A complete copy of Policy 527 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).

### **PLANNERS**

Students are required to have their planner in their possession throughout the school day. Failure to have a planner will result in a student being denied any pass privileges. Students are not permitted to lend or borrow planners. In the event that a planner is lost, defaced, or the Student Handbook portion is removed, a new planner must be purchased from the Main Office. Students who arrive to school after the start of the school day must report to the office. If the student does not have their planner with them, he/she will be given a pass from the office.

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

Any student interested in PSEO 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.

### **POSTER RULES**

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**

Mid-term progress reports will be mailed for each student shortly after the mid-way point of each quarter. Report cards will be mailed shortly after the end of a term (quarter or semester). End of quarter/semester dates are included in the district calendar as well as in this planner's calendar pages.

## **RECORDS**

The school has on file your grades, attendance and standardized test scores that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school, and are on file here.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the Principal or a school counselor. You may 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. You and/or your parent or guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also 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 is

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.

This is a summary statement of School Board Policy 515. A complete copy of the policy is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://www.dlschools.net).

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

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

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

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

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

- **School-Based Learning:** Students learn math, science, English/Language Artss, 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.

### **SEMESTER TESTS (FINALS)**

Juniors and seniors are not required to be in the building at those times they are not scheduled to be taking final exams (i.e. study halls). Freshmen and sophomores must attend all classes and study halls during final exams.

Students are responsible for making arrangements with teachers to make up final tests if absent on test days. Students are not required to sign in or out through the Main Office these two days, however, teachers will still report absences, and parents must still notify the Main Office of absences.

### **STUDY HALLS**

All students must carry a minimum of six classes per day. Students wishing to take a seventh class may do so if space is available. All students carrying only six classes must attend a supervised study hall each day in addition to their six 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 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.

### **TELEPHONES**

Student phones located in the commons area are provided for your use. Prior approval from office staff is required before using the telephone in the Main Office.

### **TITLE IX POLICY**

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational 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**

Effective July 1, 1987, use of all tobacco products 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 by K-12 students on school property shall be prohibited.

## **SCHOOL BOARD POLICIES**

### **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 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.

For a complete copy of policy 413: Harassment and Violence, please contact the Main Office, the district administration office, or the school website at [www.dlschools.net](http://www.dlschools.net). If you have questions or would like further clarification, please contact the District Human Rights Officer or the building principal.

#### **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 affect a successful continuation in/or re-entry into the school system.

For a complete copy of policy 417: Chemical Use/Abuse, please contact the Main Office, the district administration office, or the school website at [www.dlschools.net](http://www.dlschools.net).

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

Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in Policy 505, and in a reasonable manner, nonschool-sponsored material. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case

basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

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

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

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

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

## **POLICY 506: DISCIPLINE AND VIOLENCE PREVENTION POLICY**

### **PURPOSE:**

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

### **STUDENT RIGHTS**

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

### **STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy,

- and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; 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. 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;
- Hazing;
- 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.

#### 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.

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.

#### 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](http://www.dlschools.net).

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

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

### **I. PURPOSE**

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

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

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

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

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

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

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

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

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

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

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

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

### **III. DEFINITIONS**

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is 514-3 objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

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

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

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

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

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

#### **V. SCHOOL DISTRICT ACTION**

A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to the school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to as soon as possible but in no event longer than one school day and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witness to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the 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 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 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 Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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

#### **PURPOSE**

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

#### **STUDENT SURVEYS IN GENERAL**

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

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

### **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](http://www.dlschools.net).

### **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.

**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.

**III. GRADING PARAMETERS**

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

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

**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 with questions.

