

# Detroit Lakes



# Middle School

## 2023-2024 Handbook

Detroit Lakes Middle School  
500 11<sup>th</sup> Avenue  
Detroit Lakes, Minnesota 56501

**OFFICE: (218) 847-9228      FAX: (218) 847-0057      STUDENT SERVICES: (218) 847-9228**

Dr. Mike Suckert, Principal  
Mr. Justin Hegg, Assistant Principal

Mrs. Shelley Cervantes, Last Names A-L  
Mrs. Kari Swoboda, Last Names M-Z

\*\*\*\*\*

Welcome to Detroit Lakes Middle School! As a middle school staff, we will work hard to make your middle school experience positive and successful. You are encouraged to be an active participant in your studies and co-curricular activities.

The mission of Detroit Lakes Middle School is to be a safe environment that will challenge and nurture all learners to achieve their full potential.

To accomplish this mission will require a cooperative effort on the part of students, teachers, administrators, parents and community.

988 LifeLine - Dial/Text to 988 or [988lifeline.org](http://988lifeline.org) for Suicide/Crisis Hotline  
Becker County Mental Health Crisis Line: 877-380-3621 or 218-850-4357

# Table of Contents

Learner goals.....	3	Student Council.....	12
School Day and School Hours.....	3	Student Promotion Criteria.....	12
Attendance.....	3	Student Sign-In/Out.....	12
Curriculum.....	4	Student Technology.....	13
Grade Reporting Periods.....	4	Surveillance Equipment.....	13
Grading.....	4	Tardy Policy.....	13
Scholastic Eligibility.....	5	Telephone/Messages.....	13
Parent/Teacher Conferences.....	5	Textbooks.....	13
MCA.....	5	Visitors.....	13
Appropriate Attire/Hygiene.....	5	Volunteers.....	13
Backpacks.....	6	Withdrawal Procedures.....	14
Bicycles, Rollerblades, Skateboards.....	6	Policy Prohibiting Sexual, Racial, & Religious Harassment and Violence.....	14
Bulletins/Announcements.....	6	Section 504 Information.....	14
Bus Transportation.....	6	Acceptable Use Policy.....	15
Bus Loading Procedures.....	6	Chemical Use/Abuse Policy & Procedures.....	15
Cellular Phones.....	7	Title IX Policy Notification.....	15
Change of Address.....	7	Distribution of NonSchool-Sponsored Materials on School Premises by Students & Employees.....	16
Closed Campus.....	7	Hazing Policy.....	16
Co-Curricular Activities.....	7	Pest Control Materials Notice.....	16
Detention Study Hall.....	7	Shelter in Place/Lockdowns/CASE.....	16
Dropping Courses.....	7	Multi Tier System of Supports.....	17
Emergency Procedures.....	8	Middle School Behavior & Responsibility Plan.....	18
Fees.....	8	K-12 Discipline & Violence Prevention Policy.....	20
Counseling/Student Services.....	8	Physical Education Information.....	24
Homework.....	8	Middle School Events Calendar.....	25
Illness/Injuries During School Day.....	9	Grade Check Template.....	26
Immunizations.....	9		
Library/Media Center.....	9		
Lockers.....	10		
Lost and Found.....	10		
Lunch Program.....	10		
Medication Procedures.....	11		
Office.....	11		
Physical Exams.....	11		
Pledge of Allegiance.....	11		
Pop, Candy, Gum.....	11		
Posters and Signs.....	11		
Prohibited Materials.....	11		
Student Assemblies.....	12		
School Closings/Weather.....	12		

## **LEARNER GOALS**

The goal of the Detroit Lakes Middle School is to improve the skill level of all students, particularly in the state assessed skill areas of reading, math and science.

- Reading/Math/Science– During the 2023-2024 school year, 100% of the students will demonstrate appropriate growth and achievement in reading, mathematics and science from 2022-2023 as measured by the Minnesota Comprehensive Assessments (MCA) and Star Assessment reports.

## **SCHOOL DAY AND SCHOOL HOURS**

The school day will begin at 8:20 a.m. All students will be expected to remain in the commons area until 7:55 a.m unless they are receiving assistance with schoolwork from a staff member or need to be in the Library/Media Center. Afternoon dismissal is at 3:30 p.m. Students working with staff members or those participating in a club or activity are welcome in the building under staff supervision. All other students are expected to leave the building as soon as possible after the 3:30 dismissal time. Students who must remain in the building while waiting to be picked up must remain in the lower commons by the south door or by north doors in the upper commons.

All students will report to their Primetime rooms at 8:20 each day. The only bells that will be used will be at 8:15 a.m., 8:20 a.m., lunch bells, and 3:30 p.m. There will be an approximate 28-minute lunch period for each grade.

## **ATTENDANCE**

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed class time cannot be replaced. Therefore, for a student to realize their full learning potential, daily class attendance is important.

Students are expected to:

- Attend school for all days of the established school calendar.
- Appear in class on time, prepared for academic endeavors.
- When absent, contact teachers upon return to plan for makeup work.
- Complete work as assigned by the teacher when an advanced make-up slip is presented for a planned absence.
- For advanced make-up slips, go to the office, have teachers sign the form and return it to the office.

An excused absence is an absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public School or those deemed legitimate by the administration of the school. The State of Minnesota recognizes the following reasons for absences: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused are those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home and family vacations. Any absence for participation in a school-sponsored activity shall be considered an excused absence.

An unexcused absence is an absence from school without a valid excuse. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing the bus, non-essential work at home, and part or full time work.

Whenever possible, the school should be contacted between 7:45 a.m. and 9:00 a.m. on the day of the absence. If it is not possible to call the school between those hours you can call and leave a message on the voice mail. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating the reason for the absence is required upon the return of the child to school. The principal/assistant principal shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence will be classified as unexcused until a note or phone call is received. The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical

reasons. Students' attendance of sibling school programs must be accompanied by a parent. Attendance of programs by "friends" at school performances is prohibited.

A child who is subject to the compulsory attendance laws and is absent from instruction in our middle school for three or more class periods on three days without a valid excuse will be classified as a continuing truant. If this happens the assistant principal will notify the child's parent/guardian by phone or mail. On the seventh unexcused absence, the county attorney will be notified, requesting a petition of truancy be filed.

## MIDDLE SCHOOL CURRICULUM

All students in grades 6-8 will have a full year of English, mathematics, science and social studies. Sixth grade students will also have specific reading instruction. All students will have opportunities in art, family and consumer science, and technology during their years at the Middle School. Physical education will meet every day for the entire year. Students have the option of being in both band and choir at grades 6, 7 & 8. Students not in music have reading in 6<sup>th</sup> grade and I Tech in 7<sup>th</sup> and 8<sup>th</sup>.

## GRADE REPORTING PERIODS

The Middle School will be using trimester grade reporting periods. Report cards will be mailed home for Trimester I & III and Trimester II report cards will be picked up at conferences in March.

Trimester I ends.....November 22

Trimester II ends.....March 1

Trimester III ends.....May 23

Progress grades for Trimester I will be picked up at conferences in October. Progress grades for Trimester II & III will be mailed home. The dates of the progress reports are:

Trimester I progress report .....October 13

Trimester II progress report .....January 19

Trimester III progress report .....April 12

## GRADING

Student grades are standards based on a five point (0-4) proficiency scale. The grade on the 7<sup>th</sup> and 8<sup>th</sup> grade report card will be the standard based proficiency level average achieved. Sixth grade report cards will be by standard and no averaging or grade point average will be tabulated. In general, a grade must reflect an accurate measure of each student's level of achievement pertaining to established local, state, or national standards and the essential learning outcomes related to those standards. The standards based proficiency scale is as follows:

### Description

Exemplary 3.5-4.0	Student performance demonstrates thorough mastery and exceeds learning expectations by completing all requirements in a manner considered exemplary.
Meets Standards 2.75-3.49	Student performance demonstrates mastery of course standards that meet established proficiency criteria.
Partially Meets Standards 1.5-2.74	Student performance demonstrates incomplete mastery of course standards but meets some criteria relating to essential learning.
Does Not Meet 1.0-1.49	Student performance demonstrates incomplete and inadequate mastery of essential standards.
No Evidence 0.0-0.9	Student performance indicates no achievement after all remediation efforts.

## **SCHOLASTIC ELIGIBILITY**

Eligibility requirements shall be those set forth by the MSHSL, as well as, the following:

A. Students are expected to be in school to be eligible to participate in either practice or activities on that day or night. Consideration will be given for such reasons as medical concerns or family emergencies.

B. Students must make satisfactory progress in school to be eligible. Academic status will be reviewed by Core Teams periodically beginning the fourth week of the school year. Any student receiving notice of failing or incomplete grades will be ineligible to participate in extra-curricular activities until satisfactory progress has been shown by the student and verified by the Core Team. Eligibility will be determined by the DLMS Administration.

Students involved in behavioral referrals or incidents may be removed from extra-curricular activities at the discretion of the building administration.

## **PARENT/TEACHER CONFERENCES**

The first conference dates will be Tuesday, October 24 from 4:00 – 7:00 p.m. and Thursday, October 26 from 4:00-8:00pm. The second conference dates will be Tuesday, March 12 from 4:00 – 7:00 p.m. and Thursday, March 14 from 4:00-8:00pm. These conferences will be a combination of scheduled and unscheduled conferences. Scheduling information will be sent out prior to the conference dates.

Parents and/or teachers can schedule a conference anytime during the year when the need arises. Don't hesitate to call a teacher if you feel there is a need for a conference.

## **MINNESOTA COMPREHENSIVE ASSESSMENT**

All students in grades 6, 7, & 8 will take the Minnesota comprehensive assessments in reading, mathematics and science (8<sup>th</sup> grade only). These tests are traditionally administered from mid April to early May. Opting out information may be viewed at:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

## **APPROPRIATE ATTIRE/HYGIENE**

*While we have no formalized dress code at Detroit Lakes Middle School, we ask that students wear clothing that is appropriate to wear in the school setting, for weather conditions and in good taste. There are some guidelines that students need to follow:*

- Caps, bandanas, hoods, or any other head covering will not be worn in the school from 8:20-3:30.
- Clothing with alcoholic, gang related or other inappropriate slogans will not be allowed.
- The length of skirts and shorts should be appropriate for a public school setting.
- No tank tops or tops with spaghetti straps.
- Shirts and tops must be appropriate so no midriff area or cleavage is visible.
- No visible undergarments.
- Clothing with cuts or tears in inappropriate locations are not to be worn.
- Shoes must be worn at all times.

Parents will be notified of a violation. The student will call home to make arrangements to change clothing. If parents cannot be reached, an alternate clothing option, provided by the school, will be offered to the student. When in doubt about what to wear, use common sense and/or ask a staff member for an opinion. These standards for proper attire also apply for school sponsored activities.

## **BACKPACKS**

Backpacks are to be utilized for transporting materials to and from school. They are not to be used during the school day. Materials for classes and personal items are to be locked in your locker when not in use. Rationale for this includes safety, hallway space, and lugging around heavy materials.

## **BICYCLES, ROLLERBLADES, SKATEBOARDS**

If bicycles are ridden to school, they must be kept in the bicycle racks located on the south side of the Middle School or in front of Roosevelt School. Bicycles should be locked at all times. Students are not to ride their bicycles once the students arrive at school.

Rollerblades and/or skateboards are not to be used during the school day. If they are brought to school they need to be stored in the student's locker until the end of the day.

## **BULLETINS/ANNOUNCEMENTS**

A weekly bulletin will be put out the last day of each week for the following week. The bulletin will contain a list of scheduled events and announcements. Items for the weekly bulletin should be in writing and in the principal's office by 4:00 p.m. on Wednesday the week preceding the announcement.

The intercom will be used to make daily announcements and emergency announcements.

## **BUS TRANSPORTATION**

Bus transportation is provided by district buses (847-9271), Olander Bus Company (847-7533), and Schultz Bus Company (847-9266).

School bus riders may be subject to electronic surveillance on school buses. The conversations and actions of school bus riders may be recorded on videotape. These videotapes may be made accessible to person(s) appearing on the videotape. School District employees whose work assignments reasonably require access to the information on the videotape, and any other person or entity authorized by law to have access to the information including, but not limited to, law enforcement agencies. The rules for conduct on school buses are listed in the District Activity Calendar.

The school principal, or his designee, is responsible for dealing with discipline problems on the school bus. Failure to abide by the bus rules will result in disciplinary action. The maintenance of the discipline policy, as established by the School Board, will be carried out by the bus driver.

## **BUS LOADING PROCEDURES**

1. Students who ride the buses which load in the north bus lane must wait inside or in front of the Middle School until your bus arrives. You are not to wait on the sidewalk by the Roosevelt School or inside the Roosevelt School.
2. Students must walk on the sidewalk when leaving the Middle School.
3. All middle school students must wait for elementary students to load before getting in line for the bus.
4. Students waiting for buses in front of the Middle School are to line up in an orderly manner at least three feet from the curb and wait for the bus to come to a complete stop before moving forward.
5. Supervisors, whether they are from the Middle School or from Roosevelt School, are in charge of the loading of buses. You are expected to respond in a positive manner when instructed to by the supervisors.

## **CELLULAR PHONES**

The Middle School prohibits the use of cellular phones during instructional/class time unless a teacher/paraprofessional/administrator allows the use. This may be done at the discretion of the adult in charge of the activity/classroom. Cell phone misuse will be handled with the cell phone collected, given to a principal and the owner visiting with the principal at the end of the day. Repeated violations will involve parental conferences. DLMS is not responsible for cell phones and other personal electronic devices brought to school.

## **CHANGE OF ADDRESS**

Anytime there is a change of address or change in telephone number, students and/or parents should inform the office so the information can be changed in the computer.

## **CLOSED CAMPUS**

Detroit Lakes Middle School is a closed campus. Once a student arrives at school, he/she must remain at school unless they have signed out in the office with parent/guardian permission. Students must stay on campus after school in order to ride school buses. Leaving campus is grounds for discipline or bus denial.

## **CO-CURRICULAR ACTIVITIES**

We are the 'Lakers' and our colors are red and white. Under the direction of the activities director, girls and boys in the Middle School will have the opportunity to participate in the following activities:

<u>Boys &amp; Girls</u>	<u>Boys' Sports</u>	<u>Girls' Sports</u>
Band	Football (F)	Volleyball (F)
Choir	Soccer (F)	Soccer (F)
Speech	Cross Country (F)	Cross Country (F)
Drama	Swimming (W)	Tennis (F)
	Basketball (W)	Swimming (F)
	Wrestling (W)	Basketball (W)
	Nordic Skiing (W)	Gymnastics (W)
	Track (S)	Nordic Skiing (W)
	Tennis (S)	Track (S)
	Golf (S)	Softball (S)
	Baseball (S)	Golf(S)

Participation fees for students in grades 7 & 8 are set at \$60.00 for each activity in which students are participating. A sports physical must be submitted before you can register online. The information needed for participation includes parent permission, eligibility, and insurance.. These online forms only need to be completed once each year, prior to the first activity of the year, subsequent activities require fee payment and updating online information. All registration is available at [www.lakeractivities.com](http://www.lakeractivities.com).

## **DETENTION STUDY HALL**

Detention study hall may be issued at principal discretion for homework completion, attendance issues (skipping), or behaviors that have violated student code of conduct. Detention may be after school from 3:30-4:00 Monday-Thursday as needed. A detention form will be issued to the student and parents notified of detention. Students missing detention will have additional time added and will be subject to further disciplinary action. Parents are expected to make arrangements to pick up their student after detention study hall.

## **DROPPING COURSES**

Any students wanting to drop a course must do so within the first four days of the school year. The drop must be approved by the parent, administration, and counselor.

## **EMERGENCY PROCEDURES**

A continuous buzzing of the alarm signals Fire Drills. When you hear the fire alarm, leave the building immediately through the nearest exit. Follow the teacher's instructions. Do not take books with you. Do not go to your locker for a jacket, even in winter. Exit routes are posted in each classroom. Teachers will explain the procedure during the first day of classes. Remain outside the building until you hear the signal to return to classes.

Tornado drills are signaled by an announcement over the intercom system. Go to your designated area and sit on the floor. Follow all teacher instructions.

## **FEES**

Public education in Minnesota is free to all students who are residents. However, fees may be charged under the following circumstances:

- A project in Art, Family and Consumer Science, Ind. Technology or some other course that is in excess of material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor.
- Cost of school equipment or material destroyed or broken or unduly damaged through carelessness, failure to follow instructions or vandalism, in the amount necessary to restore the item involved to service.
- Rental charges on school owned musical instruments, if the student is using the instrument.
- Cost of field trips, which are available from time to time, but not required as a part of the course, should the student choose to participate in the field trip.
- Admission fees for concerts, plays, athletic events, and other programs or activities, which the student may attend at their option.

Students are required to furnish their own paper, pencils, pens, notebooks, sketch pads, phy. ed. clothing and shoes, and other items of personal equipment.

## **COUNSELING/STUDENT SERVICES**

The Middle School has two full-time counselors. Counseling services are available for every student in school. These services include assistance with academic concerns, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students and parents can contact the counselors at any time.

## **HOMEWORK**

### **Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Detroit Lakes Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, and complete unfinished class assignments.

### **Homework Types:**

- Practice exercises to follow classroom instruction.
- Preview assignments to prepare for subsequent lessons.
- Extension assignments transfer new skills or concepts to new situations.
- Creative activities to integrate many skills toward the production of a response or product.

### **Student Absence:**

Students who miss school because of an absence are expected to collect all of their homework and catch up on their assignments. It is the student's responsibility to get work missed due to an illness or absence. Students



that miss class because of an activity are expected to collect their homework before the day of the activity and have their assignments completed for the next day.

***Responsibilities of Students:***

- Keep track of assignments/activities utilizing your ipad.
- Ask teachers for help when you don't understand an assignment.
- Make sure all assignments are of QUALITY work and completed on time.
- Use Directed Study to help make up work, get help from teachers or work on homework.
- Remember to get work before an activity and make up work after an absence.

***Responsibility of Parents:***

- Set a regular, uninterrupted study time each day in a well-lit, quiet area.
- Check your child's PLANNER daily
- Regularly access Skyward to help monitor your child's progress.
- Use the DLMS web site to check weekly homework assignments.
- Help your student work to find the answers, not just get it done.
- Be aware your child can make arrangements to get extra help from his/her teachers before school 8:00-8:20 and after school 3:30-4:00.
- Contact teachers to stay well informed about your child's progress.

***Responsibility of Teachers:***

- Provide necessary instructional input and make sure students understand the material before assigning homework.
- When relevant, assign meaningful homework that reinforces classroom learning.
- Check and review homework with students and provide immediate feedback.
- Be available to help students who are having trouble with an assignment.
- Communicate with other teachers and resource staff.
- Inform parents when a pattern of late or incomplete work develops.

We ask that parents help us with the homework issue. While students may say, "I have none," or "I will do it in Directed Study," home study time should still be maintained by studying for upcoming assessments or reading. All students have access to technology that allows them to access teacher resources and information and to keep a calendar of events/assignments.

## **ILLNESS/INJURIES DURING SCHOOL DAY**

In case of sudden illness or accident during the school day, students should report to the nurse's office or main office if the nurse is not there. The parents will be called to pick the student up if needed. Office personnel must talk to one of the parents before that student will be allowed to sign out.

## **IMMUNIZATIONS**

State law requires all students attending public school to have a complete history of all required immunizations or a copy of a legal exemption form on file at school. You will need to prove a record of these or notarized exemption from on or before the first day of school. If we do not have these records on file, your child may be denied attendance in school until such records are in compliance.

Before entering 7<sup>th</sup> grade, students are required to have a Tdap booster (tetanus-diphtheria-pertussis) and the Meningococcal vaccine in addition to previously required vaccinations.

## **LIBRARY/MEDIA CENTER**

Your Library is your information place. Computers, photography, videotapes, CD disks, books, magazines, newspapers, TV studio, drawing room, and many other components make up the housing, locating and using of information. It is a fun place with much to do. However, it is a place where the rights of others to concentrate

and study quietly must be maintained. Responsible behavior will be required at all times. The Library/Media Center will be open before school, during the lunch period and after school for student use as well as during the day.

## **LOCKERS**

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

Lockers should be used to house your textbooks and other school materials when they are not in use, and other personal belongings. You will be assigned a locker at the beginning of the year and will be expected to use that locker for the entire school year unless assigned another locker by the Principal or Assistant Principal. It is important that you not share your locker combination with any other students. Students are responsible at all times for their personal property. You will be expected to keep your locker clean during the school year.

## **LOST AND FOUND**

Lost and found articles that are turned in will be in the office or the rack in the south foyer. If you have lost an item, check in the foyer or office. Lost and found materials are typically taken to the boys and girls club several times a year.

## **LUNCH PROGRAM**

The options the students have for lunch each day are: regular hot lunch, salad bar, choice line, or bringing their own lunch. The cost of a school lunch and milk will be announced over the summer. Ala Carte items are priced on an individual basis.

Each student will have a keypad number for the computer in the kitchen area when they receive their lunch. One breakfast and one lunch are free for each student each day. Seconds are allowed if the student has money in their lunch account. There must be funds in the student's account for the student to eat ala Carte. Statements will be available from the school office to any parent who requests them. Lunch payments can be made by the week, by the month, or by whatever method parents feel comfortable with. Students can bring in lunch money before school each day or during the lunch period on the first school day each week. Parents or guardians may have the remaining money left in their student's account at the end of the year carried over to the next school year.

Information on free and reduced price lunches has been mailed to all homes in the district. If you were missed for any reason, this information is available in the school office throughout the school year. If you are eligible for free or reduced meals, you must fill out the application each year and return it to the office. Free and reduced lunch applications must be in by October 1. Any additional items purchased are the responsibility of the family.

There will be 3 lunch periods. Each will be 28 minutes long. The lunch tables will be set up in the south part of the lower Commons. Students are expected to return their trays and eating utensils to the designated area. Each student is expected to pick up the table area where they were sitting and eating. Students are expected to walk to lunch and line up in an orderly manner. After students finish their lunch, they are expected to remain in the commons area by the office or go outside. Students who go home for lunch must sign out in the office.

Parents who pick their student(s) up for lunch must sign them out in the office. It is expected that these students will be back at school for the start of the class period immediately after the 28 minute lunch period.

## **MEDICATION PROCEDURES**

All medication must be kept in the nurse's office and dispensed by office personnel. A written request from the parent or guardian for medication must be on record at the school before any medication can be dispensed.

## **OFFICE**

The office is the business center of the school. Students having business in the office should let the office personnel know what they need as soon as they get to the office. Students who need to get copies made, either for themselves or for a teacher, must check with office personnel. No students should go directly to the workroom. If students are sent to the office for disciplinary reasons, they should let the office personnel know this, then sit down quietly and wait to see the principal or assistant principal. Parents and other visitors to the school should register in the office for security reasons.

## **PHYSICAL EXAMS**

Athletic physicals are required for all students in 7th grade and new 8th grade students before being allowed to participate in athletics. Physical exam forms are available at the clinic/service provider office. Students should make their own appointments for physicals and try to avoid scheduling them during the school day.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited in accordance with District #22 guidelines, traditionally the first day of the week.

## **POP, CANDY, GUM**

There is to be no pop or candy consumed in instructional areas by students during the school day (8:20 – 3:30), unless it is a special day or under circumstances that would allow it. These special days or circumstances need to be cleared through the office. Outside groups or individuals who sell candy as a fund-raising effort are not to sell during the school day. Gum chewing in the classroom is at the discretion of the individual teacher.

## **POSTERS AND SIGNS**

Before any kind of poster or sign is put up in the halls or commons, it must be approved by the Administration. Posters that are permitted are those relating to school activities, activities of other district and neighboring schools, church activities, or civic service groups.

## **PROHIBITED MATERIALS**

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items which students should not have at school: rubber bands and paper wedges, boom boxes, digital music devices, headphones, video games, squirt guns, water balloons, toys of any kind, permanent markers, matches, lighters, throwing stars, nunchucks, harpoons, fortnite weapons, tridents, light sabers, laser devices, incendiary devices, silly string, menacing jewelry, super glue, spray cans of any kind, dangerous objects, valuable objects, and firecrackers. If it becomes necessary to conduct a search for contraband material to ensure the safety of student(s) and the maintenance of an appropriate academic atmosphere, it will be done in accordance with the school policy. The school is not responsible for confiscated

prohibited materials and is not obligated to investigate thefts or missing prohibited materials. Possession of prohibited materials may result in disciplinary action that may include detention and/or suspension.

## **STUDENT ASSEMBLIES**

Student assemblies are held to provide information to students or for student entertainment. Students are expected to be well behaved and act in a respectful manner at all times. Any student that does not cooperate will not be allowed to attend future programs.

## **SCHOOL CLOSINGS/WEATHER**

Inclement weather may result in a decision to start late, dismiss early or cancel classes for the entire day. Official announcements concerning these will be made over [KDLM\(AM1340\)](#), [KRCQ\(FM102.3\)](#) in Detroit Lakes; and [WDAY\(AM 970\)](#) or [WDAY TV Channel 6](#) in Fargo and via the [Instant Alert system](#).

## **STUDENT COUNCIL**

The Student Council will be a student leadership organization and has permission to recommend student activity days. Students wishing to participate will be allowed to sign up for the student council. Students participating in the student council will be expected to maintain their academic standing. Members of the student council will be expected to participate in meetings, learn about leadership and attend a school board meeting, city council meeting and county commissioners meeting during the school year. Volunteerism will be an integral part of the student council. The student council will usually meet on a monthly basis, and special meetings may be called when there is a need for such meetings.

## **STUDENT PROMOTION CRITERIA**

Students in grades 6-8 are promoted to the next grade level by making satisfactory progress on the standards in the core classes of English/Reading, Math, Science, and Social Studies.

Students who do not make satisfactory progress in three of their four core classes may repeat the entire grade unless they attend summer school programming.

Students who do not make satisfactory progress in one or two of their core classes can use the following options:

- a. *Summer school*
- b. *Independent study during the summer.*

The parents or guardians of students not passing core classes will be contacted to review possible options.

Students must complete the required Middle School curriculum and be recommended to enter the high school program by the Middle School Principal.

## **STUDENT SIGN-IN/SIGN-OUT**

Students who arrive at school after the school day begins must sign in at the office stating the reason for being late and the time.

Students who leave the building during the day must sign out in the office. If students leave for a scheduled appointment, they must have an out-of-building pass. To receive this pass, they must have a note from their parents/guardian or parents/guardian must call in prior to the time. It is best if this can be taken care of before school on the day of the appointment. When students are ready to leave the building, they must sign out in the office giving the reason for signing out and the time. If students return to the building on the same day, they must sign in at the office when they return.

## **STUDENT TECHNOLOGY**

Students will be issued technology devices this year (Chromebooks). They are responsible for their technology and the appropriate use thereof. Students will sign appropriate use agreements. Personal electronic devices (cellular/smart phone, mp3 players, etc.) are discouraged. Personal devices must be off, secured, and essentially invisible during the school day. DLMS and ISD #22 are not responsible for personal electronic devices. School and district policy prohibits video/audio recording of students/staff without their consent and approval of school officials.

## **SURVEILLANCE EQUIPMENT**

To help ensure the safety of students and staff, Detroit Lakes Middle School uses video cameras for surveillance on school property including, but not limited to, halls, auditoriums, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal of the school and the teacher of the classroom consent to the surveillance.

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

## **TARDY POLICY**

A primary responsibility of our students is to report to all classes in a timely fashion. All students are expected to be in the classroom, with the necessary instructional materials, prepared to work exactly on time as instructed by your teachers. Being tardy to class is dealt with through Level I discipline referral.

## **TELEPHONE/MESSAGES**

Students need permission to use the telephone in the office during the day. The student phone in the commons will be turned off during the day. Students are not to use telephones in the classrooms. Because of the limited number of phone lines, calls should be as brief as possible.

**\*\*Messages for students that are not of an emergency nature will be hung up in the office window. Students should check for messages periodically throughout the day.**

## **TEXTBOOKS**

Textbooks and workbooks are provided free to all students. Students will be asked to cover the books with book covers. We expect normal wear each year in the use of textbooks. Damage that exceeds normal wear and lost textbooks will be charged to the student.

## **VISITORS**

Parents are always welcome at Detroit Lakes Middle School. All parents and visitors must report to the office before going to other parts of the building. Because we need to keep disruptions to a minimum, all other visitations are to be discouraged. Students who would like to bring a visitor must get permission from a Principal at least one day prior to the visit. The student visitor must be in grades 6-8. Non-enrolled students are not to be on campus without permission.

## **VOLUNTEERS**

There are times throughout the school year when the Middle School needs adult volunteers. These times may include class projects, field trips, school parties/dances, classroom tutoring, assisting with clerical tasks, answering the telephone, etc. If you would be interested in volunteering, call the school office at 847-9228.

## **WITHDRAWAL PROCEDURES**

Any student leaving to attend another school withdraws from the Middle School through the student services office. Written requests to withdraw are submitted by the parents/guardian. The student then takes a withdrawal form to each class and has it signed by the teacher who records the grade on the form and certifies that all textbooks and materials have been returned. The student also has the form signed by the librarian indicating that all materials have been returned. All fines and lunch bills must be paid. The form is then returned to the student services office completing the withdrawal process. The process should take an entire school day so please plan accordingly.

## **POLICIES INVOLVING RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PUBLIC ASSISTANCE STATUS, DISABILITY, RELIGION, SEXUAL HARASSMENT, SEXUAL ORIENTATION AND GENDER IDENTITY**

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 policies to prohibit sexual, racial, or religious harassment or violence of any kind.

An offender may be a student or an adult. Conduct may include, but is not limited to any of the following when related to these policies:

- a. *name calling, jokes or rumors;*
- b. *pulling on clothes;*
- c. *graffiti;*
- d. *notes or cartoons;*
- e. *unwelcome touching of a person or clothing;*
- f. *offensive or graphic posters, book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.*

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, assistant principal or the District Human Rights Officer (847-9271).

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

Your right to privacy will be respected as much as possible.

We will take seriously all reports of harassment or violence and will take timely and appropriate action based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the policies of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact your building principal.

## **SECTION 504 INFORMATION**

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

- has a physical or mental impairment which substantially limits one or more major life activities, including activities such as caring for one's self, performing manual tasks walking, seeing, hearing, speaking, breathing, learning or working;
- has a record of such an impairment; or
- is regarded as having such impairment. (34 Code of Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No

discrimination against any person with a disability will be permitted in any of the programs and practices of the school district.

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

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

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Renee Kerzmann, Education Director, at 847-9271.

## **ACCEPTABLE USE POLICY**

All of our schools have access to the Internet. The school district has adopted an acceptable use policy for students using the Internet. In addition, the district is taking steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form needs to be signed by the student and parent before a student is allowed access to the Internet. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available in the middle school office or the district office.

## **CHEMICAL USE/ABUSE POLICY AND PROCEDURES**

Independent School District #22 believes that a positive relationship exists between successful school experiences and sound physical, mental, social and emotional health. It is a belief that any misuse of mood altering chemicals constitutes a hazard to the learning environment and the positive development of students. The school district has a K-12 educational awareness program of chemical use and dependency and support staff to deal with these issues. The complete policy dealing with chemical use/abuse and the procedures is located in the main office.

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

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

## **TITLE IX POLICY NOTIFICATION**

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent at 702 Lake Avenue, Detroit Lakes (218) 847-9271 or to the Director of the Office of Civil Rights, Department of Health and Welfare, Washington, D.C.

## **DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities. This is a summary of policy 505. A complete copy of the policy is available at any school or at the Administration Center.

## **HAZING POLICY**

The act of hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for a person to be initiated into, or be affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

## **PEST CONTROL MATERIALS/LEAD CONTAMINATION NOTICE**

Detroit Lakes Public School personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Avenue. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

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

## **SHELTER IN PLACE/LOCKDOWNS/CASE**

The Detroit Lakes School District wants to ensure the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students should be aware of how to respond during these incidents.

**Lockdown** drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Your teacher will go through the steps with you and help to answer any questions you may have. There are two types of lockdowns:

**Shelter in Place:** Is a shelter in place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A code yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

**CASE:** Is the acronym for Counter, Alert/Alarm, Secure, Evacuate – These are the non sequential options/expectations for emergency situations in our school. Staff are trained on CASE measures and this research based method is the most effective countermeasure and is used by many schools and other organizations throughout the country.



## Multi Tier System of Supports (MTSS) DLMS School Wide Expectations

	<b>ATTEND</b>	<b>ACHIEVE</b>	<b>BEHAVE</b>
CLASSROOM	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Understand expectations when absent</li> </ul>	<ul style="list-style-type: none"> <li>● Complete Assignments</li> <li>● Turn in quality work</li> <li>● Ask for assistance when needed</li> </ul>	<ul style="list-style-type: none"> <li>● Have materials ready</li> <li>● Stay on task</li> <li>● Speak appropriately</li> </ul>
LUNCHROOM	<ul style="list-style-type: none"> <li>● Be in the lunch line at appropriate time</li> <li>● Stay in appropriate areas inside/outside</li> <li>● If inside, stay seated</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after self</li> <li>● Use time wisely</li> <li>● Thank lunch staff</li> <li>● Leave table neat</li> </ul>	<ul style="list-style-type: none"> <li>● Be aware of surroundings</li> <li>● Hands and feet to self</li> <li>● Use inside voice</li> </ul>
RESTROOMS	<ul style="list-style-type: none"> <li>● Use in between classes and during lunch</li> <li>● Go by yourself</li> </ul>		<ul style="list-style-type: none"> <li>● Flush</li> <li>● Practice good hygiene</li> <li>● Clean up after self</li> <li>● Respect property</li> </ul>
ASSEMBLIES	<ul style="list-style-type: none"> <li>● Stay for entire performance</li> <li>● Take breaks before or after performance</li> </ul>		<ul style="list-style-type: none"> <li>● Sit where you are directed to sit</li> <li>● Respect speakers</li> <li>● Be attentive</li> </ul>
HALLWAYS	<ul style="list-style-type: none"> <li>● Enter hallways no earlier than 7:55am</li> <li>● Vacate hallways by 3:40pm</li> </ul>	<ul style="list-style-type: none"> <li>● Efficiently use your time to get materials</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to class</li> <li>● Hands and feet to self</li> <li>● Stay in own hallway</li> <li>● Stay to the right</li> </ul>
SCHOOL GROUNDS	<ul style="list-style-type: none"> <li>● Stay on campus once you arrive until the end of the day</li> <li>● Leave campus by 3:40</li> </ul>	<ul style="list-style-type: none"> <li>● Take pride in school grounds and building</li> </ul>	<ul style="list-style-type: none"> <li>● Take care of your own possessions and litter</li> <li>● Be where you are directed to be</li> </ul>
BUS	<ul style="list-style-type: none"> <li>● Be in line and on time</li> <li>● Be prepared to leave at the end of the day (especially those riding early bus)</li> </ul>	<ul style="list-style-type: none"> <li>● Respect the bus driver</li> <li>● Keep track of belongings while on the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Hands/feet to self when in line</li> <li>● Be good example for younger students</li> <li>● Food and drink not allowed</li> <li>● Keep litter off bus</li> </ul>
OPEN GYM	<ul style="list-style-type: none"> <li>● Come and be active!</li> <li>● Everyone can play</li> </ul>	<ul style="list-style-type: none"> <li>● Demonstrate good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>● Play safe</li> <li>● Respect property</li> <li>● Food and drink not allowed</li> <li>● Use equipment appropriately</li> <li>● Pick up equipment</li> </ul>

# MIDDLE SCHOOL BEHAVIOR AND RESPONSIBILITY PLAN

## Statement of Purpose

The Detroit Lakes Middle School believes that:

- every teacher has the right to teach
- every student has the right to learn

To allow this to occur, students need to learn that they are individually responsible for their actions and attitudes. The process of maturation requires the student to develop the skill of self-discipline. To allow this goal requires continuous communication between teacher, student and parents in terms of expectations of student behavior and the consequences for inappropriate behavior.

## School-Wide Behavior Expectations

The purpose of the school-wide behavior expectations is to provide a safe, positive and orderly environment conducive to academic, social and emotional development for our students. To accomplish this goal students are expected to:

- show respect for themselves, others, and all property
- be responsible for their behavior
- cooperate with others
- solve conflicts and problems in a constructive manner
- put forth their best effort and be actively involved and committed to their learning

## Behaviors:

Behaviors are classified as Level I and Level II. Level I behaviors are usually less severe and are dealt with immediately by the teacher. Level II behaviors are more serious and are dealt with through a referral to the office. Examples of Level I and Level II behaviors are listed below:

<u>Level I Behaviors</u>
● gum/candy/soda
● tardies
● cheating
● running in halls
● late/incomplete assignments
● note writing in class
● not prepared/not dressing for P.E.
● littering
● public displays of affection
● toys/gameboys/headsets
● inappropriate behaviors (hitting, pushing, tripping)
● disrespect for self and others
● destroying personal or others property
● inappropriate language

<u>Level II Behaviors</u>
● bullying – intimidating, making others feel unsafe
● inappropriate language/gestures
● misusing and/or destroying school property
● physical/verbal assault
● inappropriate dress
● sexual/racial/religious harassment
● vandalism
● weapons
● insubordination
● truancy
● leaving school grounds
● alcohol/tobacco/drugs
● threats, verbal or written
● inappropriate materials
● causing injury to others
● theft
● persistent Level I Behaviors

Level II Behaviors/Disciplinary Referrals:

- Procedure

1. Level II behaviors will be sent directly to the office for administrative intervention.
2. When a level II behavior occurs, the teacher will send, (or escort if necessary) the student to the office with the Student Conduct Report. He/she will then call the office to let the office know the student being sent to the office.
3. The administrator will complete the Student Conduct Report, notify parent/guardian and determine the consequence.
4. The administrator will place the original copy on file and place the duplicate copy in the teacher's mailbox with any follow up information that needs to be completed.

- Possible consequences:

- |  |                                  |
|--|----------------------------------|
| ➤ Restorative Measures                   | ➤ In School Suspension (ISS)     |
| ➤ Detention                              | ➤ Out of School Suspension (OSS) |
| ➤ Monetary Repayment                     | ➤ Expulsion                      |
| ➤ Non-participation in School Activities | ➤ Exclusion                      |

Definitions:

- Malicious and Sadistic Conduct - Means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- Restorative Measures – The philosophy and process by which a person who does harm repairs the damage caused so that order is restored to those affected.
- Detention – a period of time designated by the school where the student is under the supervision of an adult as a consequence for inappropriate behaviors. Detentions do not occur during the student's academic day.
- Reasonable Force – Corporal punishment is not to be used, but staff may use reasonable force for the purpose of restraining a student to prevent or minimize damage to property or injuries to themselves or other persons. Any staff member may use reasonable force to transport a student to the office or other place where the staff member may secure assistance.
- Removal from Class – the short-term removal of a student from class. The student remains in school under the supervision of the administration or designee. There will be an informal administrative conference and the removal will not exceed three class periods.
- Suspension – an action by the school administration that prohibits a student from attending school for a period of no more than ten days. Suspension may be in-school or out of school. Students will not be allowed to participate in school activities during the period of the suspension.
- Expulsion – an action by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.
- Exclusion – an action by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- Due Process – the opportunity for all parties involved in an incident to tell their side of the story before a final decision is made.

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

(This is a condensed version of the policy. The complete policy is in the school office.)

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Every student has the right....

- To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process law.
- To freedom from racial and sexual bigotry, discrimination, or intolerance.
- To fair, consistent uniformity of application of rules without discrimination or bias within the construction of the total learning environment.
- To air grievances, problems, and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the school and all students.
- To express opinions, feelings, and criticisms, and to make choices.
- To be fully informed orally or in writing of any and all disciplinary charges and reasons for corrective measures taken with an explanation of the evidence school officials have used against him or her.
- To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
- To expect authority to protect these rights.
- To expect a safe, educationally stimulating, non-violent, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
- To a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.
- To learn in an environment or atmosphere in which there is a fostering of self-discipline as an aspect of responsibility.
- To participate in student activities and organizations.
- To be informed of all policies, rules, and regulations they shall be expected to follow in the classroom, building, school bus, and district via easily understood form using written, visual, and oral approaches as necessary.
- To homebound instruction when extended absence is due to medical reasons.
- To make up work missed during an excused absence without discrimination or harassment.
- To be known, to be somebody, to be appreciated as a person and to be treated with dignity and respect.
- To expect positive behavior by others in the educational setting.
- To avail themselves of the counseling, social, and psychological services provided by the school district.
- To choose their own manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, causes a clear interference with work, or creates disorder in the learning environment, cause others to be intimidated by fear or violence, promotes an illegal activity, is offensive or discriminative in nature.

Every student has the responsibility to ...

- To become knowledgeable about this policy.
- To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society.
- To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
- To know and comply with established school rules and regulations and established school district policies promulgated by local school boards. (MN Statute 120-6, 1974).

- To refrain from disruptive behavior that may interfere with a teacher's right to teach and a student's right to learn.
- To attend regularly scheduled class sessions as established by the schools.
- To bring to class materials required for daily classroom use.
- To complete assigned class work on time and according to instructions given by the teacher.
- To accept the authority of faculty and school district officials on school property and during school sponsored off-campus events, on school buses, etc.
- To follow policy and regulations during school sponsored activities away from school regardless of time or place in such a manner as not to impede the safety or educational value of the activity.
- To obey all safety regulations in the educational setting.
- To use appropriate language avoiding cursing, using profanity, or vulgar language.
- To refrain from physical force, verbal abuse, threats, blackmail; the use, sale, or exchange of alcohol or any illegal drugs; smoking; stealing; vandalism; and other illegal activities.
- To bring a written excuse from a parent or guardian when returning to school following an absence.
- To accept the consequences of actions committed outside the boundaries of the rights.
- To communicate with appropriate school staff if there are grievances, problems, or concerns regarding the learning environment.

**B. Staff Responsibilities**

- Each staff member shall become knowledgeable about this policy; staff members are required to instruct students, where appropriate, about the contents of the discipline policy.
- To encourage, in students, self-discipline and respect for authority.
- To treat students with dignity.
- To recognize individual differences among students.
- To ensure the enforcement of school rules as listed in the student handbook.
- To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy.
- To record and report classroom discipline problems to the building administrators.
- To confer with support personnel for possible solutions to discipline problems.

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

Students may be subject to disciplinary action for conduct that has a direct and immediate effect on the discipline or general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of the school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to:

**A. Assault:**

1. Verbal Assault: Abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including but not limited to conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental characteristics.
2. Physical Assault: Is an act that intentionally inflicts or attempts to inflict bodily harm upon another.

**B. Damage/Loss to School and Personal Property**

1. Vandalism: Damage to or destruction of school property or property of others by students.
2. Theft: The act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with the intent to

deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

### **C. Disruptions**

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist.
2. School Disruptions: Any action that disturbs or interrupts the peace and good order of the school or school-sponsored activities.
3. Failure to Identify Oneself: Failure to provide proper/correct identification or information upon request of a staff member.
4. Student Attire. Students are expected to be appropriately dressed and acceptably groomed for school at all times. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities, including, but not limited to, gloves, bandanas, shoestrings, wristbands, and jewelry which are likely to cause others to be intimidated by fear or violence. Student dress should comply with reasonable standards of cleanliness, safety, and should not be offensive, discriminatory, or disruptive to the operation of the school. Student dress should not display emblems, designs or insignias that promote an illegal activity.

### **D. Weapons**

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

- Any device other than a firearm that constitutes a dangerous weapon within the meaning of Minnesota Statute 609.66, which means:
  - Any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm.
  - Firearm, as defined in this policy, including destructive devices.
  - Replicas or look-a-likes as defined by Minnesota Statute 609.713, subd. 3 (b) (2).
1. Possession or use of a weapon: Possession or use of a weapon is prohibited. Anyone found to be in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action. All weapons or instruments which have the appearance of a weapon are prohibited within all school environments, except for educational purposes as authorized in advance by the building principal or designee.  
No person may knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use an instrument that is considered a weapon or a replica or look alike in school, on school grounds, at school activities, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school-owned buildings and grounds, leased or owned, and within all school-owned, leased, or contracted vehicles.  
A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.
  2. Possession of a chemical agent: Possession of a chemical agent that is not a destructive device, such as mace, for purposes of deterring criminal or violent conduct or for self-protection from such conduct is prohibited under this policy unless the student receives prior authorization from school district officials. Any student authorized to possess mace or other chemical as a deterrent or for self-defense is prohibited from using such object for any other reason.

Weapons:

(a) "Firearm"

Definition: means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any

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

- Report of a student in possession of a firearm:
- Report of a person with a firearm out or shots fired
- Corrective action including but not limited to:
  1. Mandatory confiscation of weapon by police
  2. First offense: Expulsion from school for a period of not less than one year except that the Superintendent of Independent School District #22 may modify the expulsion requirement for a student on a case-by-case basis.

(b) "Weapons, excluding firearms"

Definition: means any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm. The following are examples of dangerous weapons, excluding firearms, but are not limited to: ammunition, knives of all types, clubs, numchucks, black jacks, lead pipe, throwing stars, metal knuckles, darts, chains, or unauthorized tools; explosives, including fireworks, fire crackers, smoke bombs or other chemicals; flammable or combustible liquids; and any other device or instrument used to intimidate, threaten, or inflict harm

(c) Any object used to inflict bodily harm and/or intimidate, or cause fear. The following are examples of such objects but not limited to: belts, combs, pencils, files, compasses, scissors, poisonous chemicals, replica firearms: as set forth in M.S. 609.71, Subd.

- Corrective Actions would be the same as those for weapons excluding firearms (b).

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

1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities. Corrective actions are the same as those for alcohol. Suspensions may be in-school or out of school.
  - Use of Tobacco: Tobacco use or possession by students is prohibited at school, on school buses, at school-sponsored activities, and on school grounds. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
  - Inhalants: Students are prohibited from using, possessing, distributing, or being under the influence of an inhalant at school, on school grounds, at school-sponsored activities, or on school buses. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
5. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited on school grounds, on school buses, and at school and school-sponsored activities.

**F. The following also constitute unacceptable behavior.**

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees, school bus drivers or chaperones, the pupil or other pupils, or the property of the school; or
3. Willful violation of any rule of conduct specified in this discipline policy.
4. The violation of any state or local law or the violation of any federal law is unacceptable behavior

## **Detroit Lakes Middle School Physical Education Information**

At DLMS, Physical Education serves the entire student population daily. Our mission is to foster a healthy lifestyle in all students by providing developmentally appropriate Physical Education for every child. The intent is to provide children of all abilities and interests with a foundation of knowledge and movement experiences that will allow them to make healthy choices.

DLMS provides each student with a lock that is to be returned at the end of the year. If a lock is not returned the student will be charged \$8. For Physical Education, 7th/8th grade students must change out of their school clothes into an appropriate t-shirt or sweatshirt; shorts or sweatpants; and appropriate tennis shoes. Shoes must be tied tightly for safety reasons. Clothes should be appropriate for active outdoor participation in Minnesota. Tank tops, sleeveless shirts, crop tops, jean shorts or tight/short shorts are not appropriate attire. Active participation is expected unless a student is sick or injured. Students will not receive their daily participation points when sitting out or absent. A note from a parent or guardian will excuse the student from class. If a student is not able to participate for more than one day due to an injury or illness, a physician's note is required.

To see our complete Physical Education requirements and curriculum visit the DLMS website and click on Physical Education

### **2023-2024 Middle School Events Calendar**

<u>Date</u>	<u>Event</u>
Wednesday, August 31	MS Open House 4:00-6:00
Tuesday, September 6	Opening Day of School
Wednesday, Sept. 14	Middle School Picture Day



Wednesday, Oct. 5	Early Dismissal
Friday Oct. 14	Trimester I Progress Report
Thursday, Oct. 20	No School – EM Break
Friday, Oct. 21	No School – EM Break
Thursday, Oct. 26	Parent/Teacher Conferences 4:00-8:00
Tuesday, Nov. 1	Parent/Teacher Conferences 4:00-7:00
Wednesday, Nov. 2	Early Dismissal
Wednesday, Nov. 23	Trimester I Ends
Thursday, Nov. 24	No School – Thanksgiving
Friday, Nov. 25	No School – Thanksgiving
Thursday Dec. 22 – Monday Jan, 2	No School – Winter Break
Tuesday, Jan. 3	Teacher Inservice – No School
Wednesday, Jan. 4	Classes Resume
Monday, Jan. 16	Holiday - No School
Friday, Jan. 20	Trimester II Progress Report
Wednesday, Feb. 1	Early Dismissal
Monday, Feb. 20	No School - Presidents Day
Tuesday, Feb. 21	Teacher Inservice – No School
Wednesday, March 1	Early Dismissal
Friday, March 3	Trimester II ends
Tuesday, March 7	Parent/Teacher Conferences 4:00 - 7:00
Thursday, March 9	Parent/Teacher Conferences, 4:00 - 8:00
Monday, March 13	No School – Holiday
Tuesday, March 14	Teacher Inservice – No School
Friday, April 7 – Monday, April 10	No School – Spring Break
Friday, April 14	Trimester III Progress Report
Thursday, May 25	End Trimester III, Semester II/Last Day of School
Friday, May 26	No School – Teacher Inservice/Checkout

### Grade Check Template Trimester I

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12


Grade Check Template Trimester II

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Grade Check Template Trimester III

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12


Action Plan(s) for grade improvement:

Trimester I

Trimester II

Trimester III